

PERFORMANCE FACTORS	OUTSTANDING (5)	EXCEEDS EXPECTATIONS (4)	MEETS EXPECTATIONS (3)	BELOW EXPECTATIONS (2)	UNSATISFACTORY (1)
JOB KNOWLEDGE	Has exceptional knowledge of all phases of work []	Has acquired thorough knowledge & understanding of most phases of work []	Adequate knowledge of all phases of work []	Lacks sufficient knowledge of work []	Knowledge of work unsatisfactory []

Comments/Recommendations:

COMMUNICATION SKILLS WITH PUBLIC AND CO-WORKERS	Extremely effective; prompt, clear, and concise in verbal or written contacts []	Consistently effective in verbal or written contacts []	Adequately effective in verbal or written contacts []	Understood; further explanation is often needed []	Has difficulty in communication []
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Comments/Recommendations:

INITIATIVE AND ASSUMPTION OF RESPONSIBILITY	Always initiates activity and assumes responsibility []	Often initiates activity and assumes responsibility []	Initiates activity and assumes responsibility with normal routine []	Almost never initiates action or assumes responsibility []	Requires prodding; must be directed in course of action & does not assume responsibility []
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Comments/Recommendations:

JOB ATTITUDE	Exceptional degree enthusiasm, interest initiative and cooperation []	High degree of enthusiasm, interest, initiative and cooperation []	Favorable/acceptable attitude []	Attitude barely acceptable; needs improvement []	Attitude too poor to remain in job without improvement []
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Comments/Recommendations:

PERFORMANCE FACTORS	OUTSTANDING (5)	EXCEEDS EXPECTATIONS (4)	MEETS EXPECTATIONS (3)	BELOW EXPECTATIONS (2)	UNSATISFACTORY (1)
DEPENDABILITY	Carries out assignment promptly & efficiently; always prioritizes; reliable []	Exceeds normal work demands; requires only occasional supervision; usually reliable and able to prioritize []	Dependable in routine work demands; needs some supervision; able to prioritize with guidance, generally reliable []	Needs more supervision than others on the same work; does not usually prioritize; not always reliable []	Undependable; close supervision []

Comments/Recommendations:

ATTENDANCE, PUNCTUALITY AND OBSERVANCE OF WORKING HOURS	Absent or tardy only because of unusual circumstances []	Very seldom absent or tardy []	Attendance and punctuality average []	Frequent absence and/or lateness []	Excessive absence and/or lateness []
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Comments/Recommendations:

HOUSEKEEPING AND PERSONAL APPEARANCE (GIVEN THE WORK SITUATION)	An exceptionally orderly worker; exceptionally tidy and clean appearance []	Keeps work place in order at all times; appearance always clean and tidy []	Usually has work and material in order appearance usually clean and tidy []	Tendency to be disorderly and for appearance to be unkempt []	Work area, equipment, and materials are in a constant state of disorder; appearance always unkempt []
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Comments/Recommendations:

SAFETY & HEALTH	Actively promotes and upholds company safety and health principles []	Consistently follows and upholds safety and health procedures []	Generally follows and upholds safety and health procedures []	Sometimes overlooks safety and health procedures; must be reminded of regulations []	Seldom follows & upholds safety & health procedures requires constant reminder []
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Comments/Recommendations:

GOALS ACHIEVEMENT

GOAL 1:

Comments:

GOAL 2:

Comments:

GOAL 3:

Comments:

GOAL 4:

Comments:

(For additional goals, please use additional paper)

The major areas of strength noted by this assessment are:

- 1.
- 2.
- 3.

Suggestions for the most effective use of these strengths:

- 1.
- 2.
- 3.

The major areas of weakness pinpointed by this assessment are:

- 1.
- 2.
- 3.

Suggestions for improvement:

- 1.
- 2.
- 3.

