

Staff Evaluation Form

Employee Name: _____ Position: _____

Date of Interview: _____ Name of Interviewer: _____

I. JOB PERFORMANCE

| | Needs Im- provement | Satis- factory | Highly Satis- factory | Out - standing |
|--|------------------------|-------------------|--------------------------|-------------------|
|--|------------------------|-------------------|--------------------------|-------------------|

- A. Understanding Assignments () () () ()

How readily and how well does employee understand assignments? Is he/she quick to see the purpose of an assignment; the job it involves; what he/she is expected to contribute to its accomplishment?

- B. Planning and Organizing Work () () () ()

How well does the employee plan and organize their work? Does he/she follow their work plan in orderly, logical sequence; give proper priorities to jobs; coordinate their work effectively with others, etc.

- C. Meeting Quality and Quantity Requirements () () () ()

Consider such things as quality and quantity of work produced, how well employee meets schedule, etc. Does he/she carry out assignments with a minimum amount of supervision?

- D. Contributing Constructive Ideas () () () ()

How productive is this employee in contributing constructive ideas with respect to their work assignments? Consider their output of useful ideas; how effectively these are communicated, evaluated, and applied.

- E. Working with Others () () () ()
Does this employee work well with others in a way that promotes good relations and job efficiency?

- F. Improving Qualifications () () () ()
How satisfactory is their employee's performance with respect to improving their own qualifications? For example, does he/she cooperate effectively to correct performance deficiencies?

II. PERSONAL CHARACTERISTICS

- | | limited | Satisfactory | Outstanding |
|---------------------------------------------------------------------------------------------------------------------------------|---------|--------------|-------------|
| A. Ability to work with others: Ability to get along with others, consideration of others , cooperation, courteousness, etc. | () | () | () |
| B. Dependability: Reliability, trustworthiness, loyalty, etc. | () | () | () |
| C. Concern for quality: Concern for accuracy, attentiveness to detail, quality-mindedness. | () | () | () |
| D. Integrity: Honesty, conscientiousness, fairness. | () | () | () |

- E. Ability to carry out responsibilities: () () ()
Resourcefulness, ability to organize work, productive work habits.

- F. Industriousness: () () ()
Interest in job, enthusiasm, willingness to work.

- G. Initiative: () () ()
Drive, willingness to accept responsibility.

- H. Promptness: () () ()
Punctuality, attendance.

III. INTERVIEW SUMMARY

1. Important comments and reactions of employee: _____

2. Progress since last evaluation: _____

Additional comments:

Interviewers Signature