

PERFORMANCE APPRAISAL

ACCURACY is the correctness of work duties performed.

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|-----------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 1 <input type="checkbox"/>
Makes frequent errors | 2 <input type="checkbox"/>
Careless; makes recurrent errors | 3 <input type="checkbox"/>
Usually accurate; makes only average number of mistakes | 4 <input type="checkbox"/>
Requires little supervision; is exact and precise most of the time | 5 <input type="checkbox"/>
Requires absolute minimum of supervision; is almost always accurate |
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ADAPTABILITY is the ability to meet changed conditions and the ease with which new duties are learned.

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| 1 <input type="checkbox"/>
Never fully learns new job or routine. Has great difficulty adjusting to new work | 2 <input type="checkbox"/>
Is slow to learn, requires repeated instructions. Has difficulty adjusting to new work | 3 <input type="checkbox"/>
Is a routine worker and requires detailed instructions on new duties and methods | 4 <input type="checkbox"/>
Can learn new duties if given a little instruction and time. Adjusts with little difficulty | 5 <input type="checkbox"/>
Learns new duties and meets changed conditions very quickly and easily |
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ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve problem situations.

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| 1 <input type="checkbox"/>
Slow to "catch on" | 2 <input type="checkbox"/>
Requires more than average instructions and explanations | 3 <input type="checkbox"/>
Grasps instructions with average ability | 4 <input type="checkbox"/>
Usually quick to understand and learn | 5 <input type="checkbox"/>
Exceptionally keen and alert |
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APPLICATION is the ability to apply oneself to the job at hand.

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| 1 <input type="checkbox"/>
Fails to perform job at hand | 2 <input type="checkbox"/>
Requires prodding and reminding to get performance on job at hand | 3 <input type="checkbox"/>
With average supervision performs job at hand | 4 <input type="checkbox"/>
With minimal supervision performs job at hand | 5 <input type="checkbox"/>
Performs job at hand without supervision or reminders |
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ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

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| 1 <input type="checkbox"/>
Often absent without good excuse and/or frequently reports for work late | 2 <input type="checkbox"/>
Lax in attendance and/or reporting for work on time | 3 <input type="checkbox"/>
Usually present and on time | 4 <input type="checkbox"/>
Very prompt; regular in attendance | 5 <input type="checkbox"/>
Always regular and prompt; volunteers for overtime when needed |
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COMMUNICATION is the ability to receive and transmit instructions and policies with a minimum of confusion.

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| 1 <input type="checkbox"/>
Creates confusion when receiving or giving direction | 2 <input type="checkbox"/>
Somewhat confused by instructions. Confuses others with directions | 3 <input type="checkbox"/>
Normally receives and gives instructions without confusion | 4 <input type="checkbox"/>
Seldom gets orders or instructions confused | 5 <input type="checkbox"/>
Receives and/or gives instructions and directions without confusion |
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COURTESY is the polite attention an individual gives other people.

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| 1 <input type="checkbox"/>
Blunt; discourteous; antagonistic | 2 <input type="checkbox"/>
Sometimes tactless | 3 <input type="checkbox"/>
Agreeable and pleasant | 4 <input type="checkbox"/>
Always very polite and willing to help | 5 <input type="checkbox"/>
Inspiring to others in being courteous and very pleasant |
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CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

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| 1 <input type="checkbox"/>
Rarely has a new idea; is unimaginative | 2 <input type="checkbox"/>
Occasionally comes up with a new idea | 3 <input type="checkbox"/>
Has average imagination has reasonable number of new ideas | 4 <input type="checkbox"/>
Frequently suggests new ways of doing things; is very imaginative | 5 <input type="checkbox"/>
Continually seeks new and better ways of doing thing; is extremely imaginative |
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DEPENDABILITY is the ability to do required jobs well with a minimum of supervision.

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| 1 <input type="checkbox"/>
Requires close supervision; is unreliable | 2 <input type="checkbox"/>
Sometimes requires prompting | 3 <input type="checkbox"/>
Usually takes care of necessary tasks and completes with reasonable promptness | 4 <input type="checkbox"/>
Requires little supervision; is reliable | 5 <input type="checkbox"/>
Requires absolute minimum of supervision |
|-------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|

DRIVE is the desire to attain goals, to achieve.

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| 1 <input type="checkbox"/>
Has poorly defined goals and acts without purpose; puts forth little effort. | 2 <input type="checkbox"/>
Sets goals too low; puts forth little effort to achieve | 3 <input type="checkbox"/>
Has average goals and usually puts forth effort to reach these | 4 <input type="checkbox"/>
Strives hard; has high desire to achieve | 5 <input type="checkbox"/>
Sets high goals and strives incessantly to reach these |
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FRIENDLINESS is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Very distant and aloof | Approachable; friendly once known by others | Warm; friendly; sociable | Very sociable and out-going | Extremely sociable; excellent at establishing good will |

GROWTH is the quality of continued attainment and improvement related to the employee's work.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Fails to improve quality of work or knowledge of job | Improves quality of work and increases knowledge of job only minimally | General improvement in quality of job and knowledge of work | Good progress in job knowledge and work improvement | Exceptional growth in job knowledge and quality of work |

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Disorderly or untidy | Some tendency to be careless and untidy | Ordinarily keeps work area fairly neat | Quite conscientious about neatness and cleanliness | Unusually neat, clean and orderly |

INITIATIVE is the ability to see a need and act on it without supervision.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Unable or unwilling to act on obvious needs | Fails to see or act on needs except in most obvious situations | Acts only when a need clearly presents itself and only when supervision is not available | Sees and acts on needs | Insightful recognition of needs, acts with good judgement |

JOB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Poorly informed about work duties | Lacks knowledge of some phases of work | Moderately informed; can answer most common questions | Understands all phases of work | Has complete mastery of all phases of job |

JUDGEMENT is the quality of the decision that precedes an action.

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|---------------------------------------------|-----------------------------|----------------------------|----------------------------|-----------------------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Acts rashly without regard for consequences | Actions show little thought | Acts are thought out | Well thought-out actions | High quality thought proceeds most acts |

OVERALL EVALUATION in comparison with other employees with the same length of service on this job.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Definitely unsatisfactory | Substandard but making progress | Doing an average job | Definitely above average | Outstanding |

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Very untidy; poor taste in dress | Sometimes untidy and careless about personal appearance | Generally neat and clean; satisfactory personal appearance | Careful about personal appearance; good taste in dress | Unusually well groomed very neat; excellent taste in dress |

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

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|-----------------------------------------|---------------------------------------|---------------------------------------|-----------------------------------------|--------------------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Personality unsatisfactory for this job | Personality questionable for this job | Personality satisfactory for this job | Very desirable personality for this job | Outstanding personality for this job |

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

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|---------------------------------|------------------------------|--------------------------------------------|----------------------------|------------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Tires easily; is weak and frail | Frequently tires and is slow | Meets physical and energy job requirements | Energetic; seldom tires | Excellent health; no fatigue |

QUANTITY OF WORK is the amount of work an individual does in a work day.

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|------------------------------------|----------------------------|--------------------------------|----------------------------------------------|---------------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Does not meet minimum requirements | Does just enough to get by | Volume of work is satisfactory | Very industrious; does more than is required | Superior work production record |

STABILITY is the ability to withstand pressure and to remain calm in crisis situations.

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| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Goes "to pieces" under pressure; is "jumpy" and nervous | Occasionally "blows up" under pressure; is easily irritated | Has average tolerance for crises; usually remains calm | Tolerates most pressure; likes crises more than the average person | Thrives under pressure; really enjoys solving crises |

PERFORMANCE APPRAISAL

Checklist

	1	2	3	4	5
ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAPTABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALERTNESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COURTESY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CREATIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIENDLINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROWTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUDGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHYSICAL FITNESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee _____

Signature _____
(Employee)

Signature _____
(Supervisor)

Date _____



COUNSELING STATEMENT

RE: Employee _____

Date _____

Position _____

1. The following observation has been made or the observation has been brought to my attention:

2. The following standards will be expected in the future:

3. I have informed this employee of the following consequences if he or she fails to follow the above standards:

4. These matters will be reviewed within _____ days.

(Supervisor)

I have read and received a copy of the above statement. I do/do not wish to submit written comments of my own about this matter.

(Employee)