

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
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A. Understanding Assignments	()	()	()	()
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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	()	()	()	()
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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	()	()	()	()
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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	()	()	()	()
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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	()	()	()	()
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Does this employee work well with others in a way that promotes good relations and job efficiency?

F. Improving Qualifications	()	()	()	()
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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