

	<b>EMPLOYEE SKILLS / TRAITS</b>	Does Not Meet Expectations <b>0</b>	Meets Some Expectations <b>1</b>	Meets Expectations <b>2</b>	Exceeds Expectations <b>3</b>	Far Exceeds Expectations <b>4</b>	Insert Numerical Rating (0 through 4)
1	<b>KNOWLEDGE</b> The blending of job-related education, skills and experience.	Severely lacking in knowledge.	Noticeable deficiencies in job knowledge.	Understands job routine. Some knowledge/skills to be acquired.	Completely understands all aspects of the job.	Understands why all job functions are performed and interrelationships. Expert.	
2	<b>QUANTITY</b> General productivity (output) in terms of the number and volume of duties, tasks or assignments completed in an established time frame.	Usually below acceptable standards.	Barely acceptable level of output. A slow worker.	Satisfactory. Meets expectations of average output.	Usually exceeds the norm. A fast worker.	Exceptional producer. Generates maximum output.	
3	<b>QUALITY</b> The standard of workmanship; accuracy; neatness; thoroughness; economy of materials.	Rework often required, sloppy and inaccurate.	Erratic; inclined towards carelessness. Often does not meet standards.	Average skill, careful; errors reasonable; meets standards	Produces accurately; skillful; complete attention to detail, very neat.	Does work of highest level. Work is very complete, almost errorless and is very thorough.	
4	<b>JUDGMENT</b> Capacity to make reasonable decisions.	Frequently makes irrational decisions. Poor judgment.	Too often selects wrong alternative.	Usually exercises sound judgment.	Above average reasoning ability. Seldom errors in judgment.	Sustains high level of sound judgment. Makes sound decisions under any circumstances.	
5	<b>SAFETY</b> A conscious attitude to protect self and others through safe work practices.	Frequently fails to follow established safety practices.	Prone to have accidents often.	Routinely follows established safety practices.	Makes conscious effort to maintain a safe work environment. Brings safety hazards to the attention of supervisor.	Very safety conscious. Works to assist and train coworkers.	
6	<b>APPEARANCE AND HABITS</b> Personal habits, clothing & grooming (evaluation should consider the nature of the position).	Frequently offensive; not in keeping with position being performed.	Occasionally sloppy appearance or display of offensive habits.	Usually properly dressed and groomed. Few poor personal habits.	Rarely exhibits poor appearance or habits.	Always properly dressed for the job. Personal habits are always in good taste.	
7	<b>ORDERLINESS</b> Organization of the individual's work and work area(s).	Usually disorderly & chaotic.	Frequently unorganized or work area in disarray.	Sufficiently organized to efficiently perform the job.	Highly organized and efficient worker. Few instances of poor performance.	Exceptionally precise in organization. Extremely efficient.	
8	<b>PUBLIC &amp; CO-WORKER COMMUNICATION</b> Respect for feelings of others. Politeness on the job.	Frequently rude. Causes noticeable discomfort to others.	Occasionally impolite to coworkers or others.	Observes common courtesies, does not offend.	Very conscientious of others' feelings and rights. Always polite.	Extremely courteous, well-mannered and polite. Always considers others.	
9	<b>COOPERATION</b> Willingness to help others accomplish their objectives.	Usually uncooperative. A "roadblock" to coworkers.	Too often uncooperative when faced with reasonable requests.	Generally a cooperative person on the job.	Very cooperative. Often offers assistance. Can usually be counted on.	Extremely cooperative. Constantly offers aid and always available to help others.	
10	<b>INITIATIVE</b> Voluntarily starting projects. Attempting non-routine jobs and tasks.	Shows little initiative. Never volunteers. Sticks to job routine.	Shows some initiative. Should do more without having to be told.	Does not shirk. Voluntarily attempts to solve non-routine job problems.	Above average. A self-starter. Will generally volunteer.	Places highest priority on meeting objectives of the department.	
11	<b>RELIABILITY</b> Dependability and trustworthiness.	Not reliable. Often fails to deliver a complete job.	Occasionally leaves routine task incomplete.	Can be relied on to complete all aspects of the job.	Completes work with little supervision. Completes occasional special projects.	Extremely dependable. Accepts assignments and always performs as expected.	
12	<b>PERSEVERANCE</b> Steadfast pursuit of job objectives when faced with unexpected obstacles.	Frequently quits when faced with unexpected obstacles.	Is sometimes deterred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	Always displays extreme determination. Will rarely quit until objective is reached.	
13	<b>STABILITY</b> Even temperament. Acceptance of unavoidable tension and pressure.	Volatile, inconsistent personality. Disrupts work environment.	Occasional display of temper or emotion sufficient to disrupt others.	Even tempered. Absorbs routine pressures of the job.	Can tolerate unusual pressure and tension without hindering performance.	Performs consistently and effectively under extreme pressure. Never visibly falters.	
14	<b>ATTENDANCE</b> Consistently at work and able to perform within work schedule.	Frequently unexcused lateness/absence from work. Very poor attendance record.	Absences/Lateness below standards.	Satisfactory attendance record.	Rarely late or absent.	Almost never late or absent. Always accepts overtime if offered.	
15	<b>ALERTNESS</b> Ability to quickly understand new information and situations	Very slow to grasp ideas and events.	Usually needs extra instruction.	Understands most new ideas and developments without excessive explanation.	Fast learner. Grasps new information quickly.	Extremely bright. Analyzes and understands with minimum instructions.	

Employee Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_