**JOB EVALUATION FORM**

Employer

Employee

Department

Date

Job Title

**Accuracy** is the correctness of work duties performed. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alertness** is the ability to grasp instructions, to meet challenging conditions and to

solve novel or problem situations. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Creativity** is talent for having new ideas, for finding new and better ways of doing

things and for being imaginative. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personality** is an individual's behavior characteristics or his personal suitability for the job. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Appearance** is the personal impression an individual makes on others.

(Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

appearance. dress. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Fitness** is the ability to work consistently and with only moderate fatigue.

(Consider physical alertness and energy.) (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendance** is faithfulness in coming to work daily and conforming to work hours. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Housekeeping** is the orderliness and cleanliness in which an individual keeps his work area. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dependability** is the ability to do required jobs well with a minimum of supervision. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drive** is the desire to attain goals, to achieve. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Knowledge** is the information concerning work duties which an individual should know for a satisfactory job performance. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quality Of Work** is the level of work an individual does in a workday. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stability** is the ability to withstand pressure and to remain calm in crisis situations. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Courtesy** is the polite attention an individual gives other people. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall Evaluation** in comparison with other employees with the same length of

service on this job. (Check one)

[ ]  - ★ ★ ★ ★ ★

[ ]  - ★ ★ ★ ★

[ ]  - ★ ★ ★

[ ]  - ★ ★

[ ]  - ★

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Comments**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |