## General Performance Evaluation Form

Employee: Driver Number:   
Job Title: Date of Last Evaluation:   
Evaluation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation Factors | | S | A | NI |
| **Dedication** | Reports to work on time. |  |  |  |
| Uses time constructively. |  |  |  |
| **Performance** | Good working knowledge of job assignment. |  |  |  |
| Organizes and performs work in a timely, professional manner. |  |  |  |
| **Cooperation** | Willingly accepts work assignments. |  |  |  |
| Willingly accepts changes in assignments not directly related to job. |  |  |  |
| **Initiative** | Performs assigned duties with little or no supervision. |  |  |  |
| Performs assigned duties with little or no supervision, even under pressure. |  |  |  |
| Strives to meet deadlines. |  |  |  |
| **Communication** | Communicates clearly and intelligently in person and during telephone contacts. |  |  |  |
| **Teamwork** | Works well with fellow employees without friction. |  |  |  |
| **Character** | Accepts constructive criticism without unfavorable responses. |  |  |  |
| **Responsiveness** | Handles stressful situations with tact. |  |  |  |
| **Personality** | Demonstrates a pleasant, calm personality when dealing with customers and fellow employees. |  |  |  |
| **Appearance** | Well groomed. Clean. Neat. |  |  |  |
| Dresses appropriately for work. |  |  |  |
| **Work Habits** | Maintains neat and orderly workstation. |  |  |  |
| Maintains neat and orderly paperwork. |  |  |  |

LEGEND: S = Satisfactory A = Adequate NI = Needs Improvement

Comments and Recommendations:

This performance evaluation has been reviewed with me, and I understand that I may attach my comments, if desired.

**Employee Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Performed by:** **Date:**