

\*\*\*\*\* Employee Evaluation Form to be put with permanant record \*\*\*\*\*

Key: 1-4 Poor 5-9 Fair 10-15 Average 16-21 Good 22-25 Great

Employee: John Elroy Doe Dept: Maintenance

Mgr: M.D. Smith Date: May 1, 1993

1. Communicates effectively with supervisor & co-workers: 18
2. Works well under pressure: 21
3. Shows originality in solving problems: 14
4. Has a consistent positive attitude: 17
5. Uses time efficiently: 12
6. Self-starter (needs minimum supervision): 22
7. Shows team spirit: 24
8. Cost conscious: 19
9. Effectively deals with criticism: 8
10. Dependable: 19
11. Once decision is made, accepts & strives to implement decision: 21
12. Compatible with co-workers: 15
13. Willingly accepts challenges: 19
14. Understands standards & expectations of supervisor: 22
15. Absenteeism/Punctuality: 21
16. Strives to improve performance: 17
17. Shows concern for company/department image: 24
18. Shows leadership ability: 21
19. Neatness (personal and work area): 20
20. Quality of work: 17

John Elroy Doe had total of 371 points  
and an average point score of 18