



EMPLOYEE SELF EVALUATION FORM

Employee Name: _____

Employee #: _____

Position / Job Title: _____

Date: _____

I. Job Performance

Job Performance	Above Average	Average	Marginal	Unsatisfactory
Attendance				
Punctuality				
Job Knowledge				
Following Rules				
Carry Out Instructions				
Planning & Organizing Work				
Communication Skills				
Need for Supervision				
Dealing with Public				
Relations with Others				

II. QUALITY OF WORK: The extent to which employee meets established quality standards.

1. Accuracy:

Excessive Errors _____ Acceptable _____ Few Errors _____ Exceptionally Accurate _____

2. Thoroughness & Orderliness:

Careless, often Unfinished _____ Usually Orderly & Complete _____ Above Average _____ Neat & Thorough _____

III. ATTITUDE: The degree to which employee displays enthusiasm, cooperation, and job interest.

1. Towards Company:

Indifferent _____ Accepts Company Policies _____ Loyal _____ Loyal and Enthusiastic _____

2. Towards Employees:

Needs Improvement _____ Satisfactory _____ Cooperative & Friendly _____ Exceptional _____

3. Towards Customers:

Needs Improvement _____ Satisfactory _____ Cooperative & Friendly _____ Exceptional _____

IV. QUALITY OF WORK: The Volume satisfactorily produced under normal work conditions.

1. Speed of Work:

Slow _____ Normal _____ Above Normal _____ Exceptional _____

2. Use of Work Time:

Inefficient _____ Keeps Busy _____ Uses Time Efficiently _____ Exceptionally Efficient _____

V. RESOURCEFULNESS:

1. Ability to Learn:

Requires Extra Attention _____ Learns at Normal Speed _____ Learns Quickly _____ Exceptionally Fast _____

2. Acceptance of Responsibility

Evades when possible _____ Accepts as Required _____ Accepts Willingly _____ Assumes Responsibility _____

3. Initiative:

Lacks Initiative _____ Follows Precedent _____ Resourceful _____ Exceptionally Resourceful _____

