Employee Performance Evaluation



1. Quality

- [ ] Work is accurate and precise.
- [ ] Recognizes and points out substandard work
- [ ] Displays thoroughness and completeness in
- [ ] Takes proper care of equipment/keeps work

2. Productivity

- [ ] Amount of work completed (quantity).
- [ ] Utilizes time well.
- [ ] Organizes in such a manner to perform

3. Job knowledge

- [ ] Able to follow verbal and/or written
- [ ] Uses proper procedures.
- [ ] Uses proper methods and tools.
- [ ] Performs work without detailed instructions.
- [ ] Shows improvement on repetitive tasks.
- [ ] Able to train others (if applicable).

- [ ] Has practical/technical knowledge to perform

4. Reliability

- [ ] Begins and finishes on time.
- [ ] Requires minimum supervision; completes
- [ ] Completes tasks efficiently within required
- [ ] Puts in extra time and effort.

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