

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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