

EMPLOYEE EVALUATION FORM

NAME: _____

DATE: _____

DEPARTMENT: _____

JOB TITLE: _____

Purpose of this Employee Evaluation:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these Evaluations will provide a history of development and progress.

Instructions:

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrase which most nearly describes the person being rated. (If this form is being used for self-evaluation, you will be describing yourself.)

Carefully evaluate each of the qualities separately.

Two common mistakes in rating are: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The rater should use the ends of the scale as well as the middle, and (2) The "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

ACCURACY is the correctness of work duties performed.

Makes frequent errors.

Careless, makes recurrent errors.

Usually accurate; makes only average number of mistakes.

Requires little supervision; is exact and precise most of the time.

Requires absolute minimum of supervision; is almost always accurate.

ALERTNESS is the ability to grasp instructions, to meet challenging conditions and to solve novel or problem situations.

Slow to "catch on."

Required more than average instructions and explanations.

Grasps instructions with average ability.

Usually quick to understand and learn.

Exceptionally keen and alert.

CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

Rarely has a new idea; is unimaginative.

Occasionally comes up with a new idea.

Has average imagination; has reasonable number of new ideas.

Frequently suggests new ways of doing things; is very imaginative.

Continually seeks new and better ways of doing things; is extremely imaginative.

Great Self Evaluation Answers

G Orfield



Great Self Evaluation Answers:

Whispering the Techniques of Language: An Emotional Quest through **Great Self Evaluation Answers**

In a digitally-driven earth wherever monitors reign supreme and immediate communication drowns out the subtleties of language, the profound secrets and psychological nuances hidden within phrases frequently go unheard. Yet, located within the pages of **Great Self Evaluation Answers** a interesting literary prize pulsing with natural thoughts, lies an exceptional quest waiting to be undertaken. Penned by an experienced wordsmith, that wonderful opus invites viewers on an introspective trip, gently unraveling the veiled truths and profound affect resonating within the very fabric of every word. Within the emotional depths of this emotional review, we will embark upon a sincere exploration of the book is core themes, dissect their charming publishing type, and yield to the effective resonance it evokes strong within the recesses of readers hearts.

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