WYOMING ASSOCIATION OF CONSERVATION DISTRICTS

EMPLOYEE EVALUATION FORM

NAME:_____ **DATE:** _____

JOB TITLE: _____

Purposes of this Employee Evaluation:
To take a personal inventory, to pinpoint 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 and "X" mark on each rating scale, over the descriptive phrase that 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 rate 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 the 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 changing conditions and to solve novel or problem situations.

Slow to "catch on".	Requires more than average instruction 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 new ideas.	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.

FRIENDLINESS is the sociability and warmth which and individual imparts his/her attitude toward customers, other employees, his/her supervisor and the persons he/she may supervise.

Very distant and aloof.	Approachable; friendly once known by others.	Warm; friendly; sociable.	Very sociable and outgoing.	Extremely sociable; excellent at establishing good will.

PERSONALITY is an individual's behavior characteristics or his/her personal suitability for the job.

Personality Unsatisfactory for this job.	Personality questionable for this job.	Personality satisfactory for this job.	Very desirable personality for this job.	Outstanding personality for this job.

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

Very untidy, poor taste in dress.	Sometimes untidy and careless about persona appearance.	Generally neat and clean, satisfactory personal appearance.	Careful about personal appearance; good taste in dress.	Unusually well groomed; very neat; excellent taste in dress.

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

Tires easily; is weak and frail.	Frequently tires and is slow.	Meets physical and energy job requirements.	Energetic; seldom tires.	Excellent health; no fatigue.

ATTENDANCE is the faithfulness in coming to work daily and conforming to work hours.

Often absent without good excuse and/or frequently reports for work late.	Lax in attendance and/or reporting for work on time.	Usually present and on time.	Very prompt; regular in attendance.	Always regular and prompt; volunteers for overtime when needed.

HOUSEKEEPING is the orderliness and cleanliness in which and individual keeps his/her work area.

Disorderly or untidy.	Some tendency to be careless or untidy.	Ordinarily keeps work area fairly neat.	Quite conscientious about neatness and cleanliness.	Unusually neat, clean and orderly.

DEPENDABILITY is the ability to do required jobs well with a minimum of supervision.

Requires close supervision; is unreliable.	Sometimes requires prompting,	Usually takes care of necessary tasks and completes with reasonable promptness.	Requires little supervision; is reliable.	Requires absolute minimum of Supervision.

DRIVE is the desire to attain goals, to achieve.

Has poorly defined goals and acts without purpose; puts forth practically no effort.	Sets goals too low; puts forth little effort to achieve.	Has average goals and usually puts forth effort to reach these.	Strives hard; has high desire to achieve.	Sets high goals and strives incessantly to reach these.

JOB KNOWLEDGE is the information concerning work duties which and individual should know for a satisfactory job performance.

Poorly informed about work duties.	Lacks knowledge of some phases of work.	Moderately informed; can answer most common questions.	Understands all phases of work.	Has complete mastery of all Phases of job.

QUANTITY OF WORK is the amount of work an individual does in a workday.

Does not meet minimum requirements.	Does just enough to get by.	Volume of work is satisfactory.	Very industrious; does more than required.	Superior work production record.

STABILITY is the ability to withstand pressure and to remain calm in a crisis situation.

Goes 'to pieces' under pressure; is 'jumpy" and nervous.	Occasionally "blows up" under pressure; is easily irritated.	Has average tolerance for crises; usually remains calm.	Tolerates most pressure; very good tolerance for crises.	Thrives under pressure; really enjoys solving crises.

COURTESY is the polite attention an individual gives other people.

Blunt; discourteous; antagonistic.	Sometimes tactless.	Agreeable and pleasant.	Always very polite and willing to help.	Inspiring to others in being courteous and very pleasant.

OVERALL EVALUATION is comparison with other employees with the same length of service on this job.

Definitely unsatisfactory.	Substandard but making progress.	Doing an Average job.	Definitely above average.	Outstanding

COMMENTS

Major weak points are:

1. _____

2. _____

3. _____

4. _____

and these can be strengthened by doing the following:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Major strong points are:

1. _____

2. _____

3. _____

4. _____

and these can be used more effectively by doing the following:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Rated by: _____ _____

(Name) ***(Title)***

(*If not used as a self-evaluation form, the employee should sign below.)*

A copy of this report has been given to me and has been discussed with me.

_____ _____

(Employee's Signature) ***(Date)***

GOALS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____