|  |  |  |  |
| --- | --- | --- | --- |
|  | **GOOD** | **AVE.** | **POOR** |
| **ATTENDANCE** |  |  |  |
| 1. Is usually present for work
 |  |  |  |
| 1. Is usually on time for work
 |  |  |  |
| 1. Informs superviser if he/she is going to be absent or late
 |  |  |  |
| **WORK HABITS, ATTITUDE, APPEARANCE** |  |  |  |
| 1. Keeps busy
 |  |  |  |
| 1. Does the work properly
 |  |  |  |
| 1. Shows an interest in learning more
 |  |  |  |
| 1. Takes proper care of tools, equipment supplies
 |  |  |  |
| 1. Grooming and dress is proper for the job
 |  |  |  |
| **DEPENDABILITY** |  |  |  |
| 1. Keeps his/her mind on work
 |  |  |  |
| 1. Completes assigned work on time
 |  |  |  |
| **RELATIONSHIPS WITH PEOPLE** |  |  |  |
| 1. Cooperates and works well with others
 |  |  |  |
| 1. Seems confident and sure of himself/herself
 |  |  |  |
| 1. Is polite at all times
 |  |  |  |

***Additional Comments:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Overall Rating**

My overall rating of the employee would be: \_\_\_\_ Excellent

 \_\_\_\_Very Good

 \_\_\_\_ Good

 \_\_\_\_ Fair

 \_\_\_\_ Poor

 Employee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Evaluator’s Signature (if different than Supervisor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employees Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Skills Evaluation Tool