

Project Skills Evaluation Tool

Employees Name _____ Date _____
 Employer _____ Phone _____
 Job Title _____

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

Additional Comments:

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) _____