

Goliad County Employee Evaluation Form

Name:	Job Title:
Department:	Time in Present Job:
Period Covered:	
Listed below are factors pertinent to each employee's performance. Please check one appropriate statement under each factor that applies to the employee at this time.	
1.	QUALITY OF WORK – How well an employee does in meeting the quality standards.
	Consistently does an excellent job. (5)
	Usually does a good job. (4)
	Work is usually acceptable. (3)
	Work is occasionally unacceptable. (2)
	Work is consistently unacceptable. (1)
2.	JOB EXPERIENCE – Background knowledge or degree of skill one has for a particular job.
	Has exceptional understanding and skill in all phases of job. (5)
	Has a good knowledge and skill in all phases of job. (4)
	Has satisfactory knowledge and skill for routine phases of job. (3)
	Has voids in basic knowledge and skill of job. (2)
	Inability to do most phases of job. (1)
3.	COOPERATION – One's ability to work in harmony with other people toward a common goal.
	At all times cooperates with co-workers and management. (5)
	Works well with co-workers and management. (4)
	Causes no friction and makes limited group contribution. (3)
	Resents direction and causes friction in the department. (2)
	Unwilling to work with co-workers and or supervisors. (1)
4.	INITIATIVE – Being capable of starting or performing a job without prompting.
	Extremely innovative – proposes new methods and procedures. (5)
	Always finds extra work to do. (4)
	Does work on own initiative. (3)
	Normal supervision is required. (2)
	Needs much supervision. (1)
5.	RESPONSIBILITY – Worthy of a supervisor's trust on carrying out assigned tasks.
	Can always be depended upon to complete more than assigned tasks and responsibilities. (5)
	Seeks additional tasks and responsibilities. (4)
	Willing to accept assigned responsibilities. (3)
	Must be monitored to ensure assigned responsibilities are completed. (2)
	Unwilling to accept assigned responsibilities. (1)
6.	APPEARANCE – Employee's outward impression associated with dress and grooming.
	Always dressed professionally and well groomed. (5)
	Often dressed professionally and well groomed. (4)
	Occasionally well dressed and groomed. (3)
	Occasionally dressed and groomed inappropriately. (2)
	Frequently dressed or groomed inappropriately for job. (1)

7.	DEPENDABILITY – The extent to which the employee can be counted on to carry out functions, fulfill responsibilities, and adhere to policies and procedures.
	Consistently can be depended on to meet and exceed job requirements. (5)
	Consistently can be depended on to meet job requirements. (4)
	Usually can be depended on to meet job requirements. (3)
	Sometimes unreliable and avoids responsibility. (2)
	Frequently unreliable and often gives up easily. Does not wish to assume responsibility. (1)
8.	HUMAN RELATIONS – Effectiveness in accomplishing tasks by working with others (e.g., peers, superiors, customers).
	Always works effectively with others and has exceptional social skills. (5)
	Usually works well with others and demonstrates awareness and consideration. (4)
	Acceptable relations with others however, may have some difficulty communicating. (3)
	Occasionally causes conflict with others in the implementation of an assignment. (2)
	Usually creates a hostile environment whenever interaction with others is necessary to complete an assigned task. (1)
9.	PUNCTUALITY – Employee’s ability to be at work and on the job on time.
	Always on time and occasionally arrives early to work. (5)
	Usually arrives on time to work. (4)
	Occasionally arrives late to work. (3)
	Frequently arrives late to work. (2)
	Always arrives late to work. (1)
10.	Has there been complaints received against this employee within the last 6 months?
	Yes/No Describe:
11.	Has the employee been involved in an incident/accident in which the employee was at fault?
	Yes/No Describe:
12.	Other:
	EVALUATION SUMMARY
A.	Employee’s greatest job related strengths:

