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## PROFESSIONAL STAFF PERFORMANCE EVALUATION

Name \_\_\_\_\_

Title \_\_\_\_\_

*Read carefully each of the factor descriptions and the explanations of each of the ratings. Rate on each factor by circling the appropriate number. Unless otherwise indicated, rate only against the requirements of the current position.*

**Explanation of Ratings:**

- 6 - Does not apply; have not observed; not sure enough of judgment to rate.
- 5 - Superior; outstanding; on a par with the very best. Constantly demonstrates very desirable degree of factor; never or very rarely any deficiency in this area.
- 4 - Above average; very satisfactory; well above minimum standards. Occasionally leaves something to be desired, but not often enough to be a problem.
- 3 - Average; satisfactory. Would like more strength in this factor, but not a serious problem.
- 2 - Below average; marginally satisfactory at best. Needs improvement in this area or must make up for by strength in other factors.
- 1 - Low; a serious handicap to job performance.

**PART I - BASIC FACTORS**

A. **PERSONAL CHARACTERISTICS:** To what extent are the individual's appearance, physical characteristics, health and personal habits suitable to the present job?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

B. **JOB KNOWLEDGE:** How complete are the individual's knowledge, skills, and abilities which are necessary in the job? Rate only possession of them as reflected by experience & training, not ability to use them?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

C. **ADAPTABILITY:** How adequate is the individual's ability to bring experience to bear in meeting new situations? Consider ability to learn rapidly, to deal with complex and abstract problems, and to comprehend complex situations as a whole.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

D. **INTEREST:** To what extent does the individual appear to be interested in the activities involved in the job? Is genuine satisfaction obtained from the work itself?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

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E. **MOTIVATION:** What level of energy, drive and initiative are generally displayed in the pursuit of job goals? How much "push" is shown in the carrying out of duties & responsibilities?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

F. **INDEPENDENCE:** To what degree is the individual capable of arriving at independent decisions on problems arising in the job on the basis of the facts involved? Consider positiveness and decisiveness of thinking, freedom from suggestibility or dependence on others, and lack of indecision.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

G. **TEMPERAMENT:** Are day-to-day problems and trying relationships endured without excessive irritability, peevishness or temper outbursts?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

H. **OBJECTIVITY:** Is the person able to be realistic and objective with himself/herself and with others? Consider frankness, straight-forwardness, and willingness to admit mistakes and to accept responsibility for errors.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

I. **SELF-CONFIDENCE:** How well does the person face the stress of daily activities and react to pressure? Consider poise and composure when confronted with unfamiliar persons and situations. Consider freedom from worry, anxiety, self-consciousness, excitability, overconcern about personal status, and self-centeredness.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

- J. **STANDARDS:** How appropriate to the job are the standards of performance which he/she sets for himself/herself and others? Either too perfectionist or too easygoing attitudes should receive negative ratings.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_  
 \_\_\_\_\_

## II. GENERAL FACTORS

- K. **CHAMBER RELATEDNESS:** To what extent does the employee related with Chamber policies, objectives & problems? Does he/she perform as though closely associated with and an active part of the organization, or does he/she regard the job as just something to obtain pay?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_  
 \_\_\_\_\_

- L. **PERSONAL RELATIONS:** How effective is the individual in developing and maintaining good personal relations? Consider friendliness, tact, spontaneousness, verbal facility, and warmth of personality. Consider also respect for the rights of others.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_  
 \_\_\_\_\_

- M. **OPERATING JUDGMENT:** How good is the individual's judgment in the practical problems which arise in connection with regular responsibilities? Consider ability to weigh realistically all the factors affecting a situation, concern for the interests of the company, and resourcefulness in working out the practical solutions to problems.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_  
 \_\_\_\_\_

- N. **INGENUITY:** To what extent does the employee exhibit original thinking and creativity in the development of new or improved methods, procedures or ideas?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_  
 \_\_\_\_\_

O. **PERSUASIVENESS:** To what extent is the employee able to present and gain acceptance of his/her ideas and opinions by others not under his/her supervision? How well does the employee "sell" his/her ideas to superiors, associates and volunteers?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

P. **LEADERSHIP:** How effectively does the employee motivate subordinates to maximum effort? Does the employee stimulate subordinates to efficient work habits and to greatest use of their ability? Is the employee able to promote harmonious working relationships among those under his/her supervision?

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

Q. **ADMINISTRATIVE ABILITY:** How successful is the individual in planning, organizing, and carrying out the work for which he/she is responsible? Consider effectiveness in implementing Chamber policy and in maintaining effective relationships with other departments, intelligence in delegating authority and responsibility, in distributing work load efficiently, in clarity of instructions to subordinates, and in follow-up on delegated responsibility.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

R. **TRAINING EFFECTIVENESS:** How well are new employees indoctrinated and older employees developed to maximum potentiality? Consider ability to make use of training aids and imparts knowledge, skills and attitudes which make for the maximum growth and success of the employee.

0 1 2 3 4 5 6 Comments: \_\_\_\_\_

**PART III - SUMMARY AND CONCLUSION**

A. Write a brief paragraph giving an overall summary of the employee's job performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What are the employee's principal strong points?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. What are the employee's principal weaknesses?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Considering overall job performance, this employee is evaluated:

- \_\_\_ 1 - Superior; Performance is outstanding.
- \_\_\_ 2 - Above Average: Performance more than adequate.
- \_\_\_ 3 - Average: Minimum performance standard or little above.
- \_\_\_ 4 - Below Average: Unless performance improves, should plan to replace.
- \_\_\_ 5 - Poor: Should be replaced as soon as possible.

**Rated by:** \_\_\_\_\_  
*(Name and Title)*

*This report has been discussed with me and I understand that it will be filed permanently in my personnel file.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*