**DRS/SOUTHWEST COOPERATIVE**

**SECONDARY TRANSITIONAL EMPLOYMENT PROGRAM**

# **EMPLOYEE EVALUATION**

EMPLOYEE:       SCHOOL:

WORK SITE:      EVALUATION PERIOD:

An honest evaluation of your employee is very important. Please place a check mark by the description that best describes the employee’s work. **After you check a box, please provide additional information as to why the box is checked.**

**1. QUALITY OF WORK**

 ☐ Above Average: always meets or exceeds standards

 ☐ Average: meets standards

 ☐ Satisfactory: meets minimal standards

 ☐ Borderline: makes mistakes but can correct them when told

 ☐ Unsatisfactory: makes mistakes and fails to correct them when told

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**2. SPEED OF WORK**

 ☐ Above average ☐ Below average

 ☐ Average, completes tasks on time ☐ Very slow

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**3. USE OF WORK TIME**

 ☐ Always keeps busy ☐ Frequently wastes time

 ☐ Usually keeps busy ☐ Usually wastes time

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**4. ABILITY TO LEARN**

 ☐ Learns and retains directions with ☐ Needs frequent prompting/review

 minimum instruction ☐ Needs detailed instructions and

 ☐ Occasionally needs review demonstrations repeated frequently

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**5. INITIATIVE**

 ☐ Seeks out additional work ☐ Adequate; does assigned work well

 ☐ Willing to do more than assigned ☐ Very little; needs prodding

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**6. ATTENDANCE**

 ☐ Seldom absent or late ☐ Frequently late or absent

 ☐ Satisfactory ☐ Transportation provided by district

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**7. ATTITUDE TOWARD CO-WORKERS**

 ☐ Always very cooperative ☐ Sometimes difficult to work with

 ☐ Usually cooperative ☐ Does not get along with others

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**8. ATTITUDE TOWARD SUPERVISORS**

 ☐ Always very cooperative ☐ Occasionally difficult to work with

 ☐ Usually cooperative ☐ Usually uncooperative, difficult to work with

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**9. PERSONAL APPEARANCE**

☐ Always neat and clean ☐ Sometimes untidy, careless

☐ Generally neat and clean ☐ Always untidy

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**10. AUTHORITY AND CRITICISM**

 ☐ Accepts correction and always improves ☐ Accepts correction, but fails to improve

 ☐ Accepts correction and usually improves ☐ Reacts negatively, unable/unwilling

 to recognize problem

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**11. SAFETY OF WORK**

 ☐ Always careful ☐ Frequently careless

 ☐ Usually careful ☐ Always careless

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**12. OVERALL RATING**

 Since your employee’s last evaluation, has he/she:

 ☐ Initial Evaluation ☐ Improved ☐ Stayed the same  ☐ Became lax

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**THE MOST POSITIVE THING THIS EMPLOYEE DOES IS:**

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**THIS EMPLOYEE NEEDS THE MOST HELP WITH:**

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**COMMENTS:**

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Employee Signature Date

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Supervisor Signature Date

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Vocational Coordinator Signature Date