

PSD Evaluation

Mechanics Employees Evaluation

Employee information:

Employee # Employee Name

Employee Job Title

Evaluator information:

Evaluator Name

Evaluation information:

Date From Date To Eval Type

Overall Rating Definitions:

Unsatisfactory	Basic	Proficient	Distinguished
Performance is below the criteria or standards of performance for almost all aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory. Retention of employee at this level may not be warranted.	Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only a minimum level of acceptability. Performance improvement is indicated.	Performance meets the criteria or standards of performance of the job.	Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.

Criterion 1: RELIABILITY

Accomplishes work with minimal supervision

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Overall Score	Work needs close and regular supervision. Rarely able to work independently. <input type="checkbox"/>	Sometimes able to work independently, but work needs more than minimal supervision. <input type="checkbox"/>	Performs all duties with minimal supervision. Independent worker. <input type="checkbox"/>	Highly independent. Attends to every detail without supervision. <input type="checkbox"/>

Comments:

Criterion 2: ADAPTABILITY

Able to change and cooperate in varying capacities

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Has difficulty making adjustments to different conditions. <input type="checkbox"/>	Sometimes has difficulty making adjustments to different conditions. <input type="checkbox"/>	Accepts new or different conditions; adjusts quickly, cooperative. <input type="checkbox"/>	Highly flexible; can be used effectively in different conditions. <input type="checkbox"/>

Comments:

Criterion 3: INITIATIVE

Displays overall optimism and interest in job

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Negative and/or not interested in job. <input type="checkbox"/>	Occasionally lacks optimism and/or lacks interest in some job elements. <input type="checkbox"/>	Consistently positive and shows high level interest in job. <input type="checkbox"/>	Exceptionally positive; interest in job leads to exceptionally creative and innovative performance. <input type="checkbox"/>

Comments:

Criterion 4: ATTENDANCE/PUNCTUALITY

Displays good habits in attendance and punctuality

Criterion 4	Unsatisfactory	Basic	Proficient
Criterion 4: Overall Score	Frequently absent or late. Not dependable. <input type="checkbox"/>	Attendance, punctuality, and/ or dependability could improve. <input type="checkbox"/>	Displays good habits; on time and at work. Dependable. <input type="checkbox"/>

Comments:

Criterion 5: ORGANIZATION

Plans efficiently to execute duties

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Disorganization severely affects job function. <input type="checkbox"/>	Disorganization sometimes hampers job function. <input type="checkbox"/>	Keeps work organized; carries out duties effectively and efficiently. <input type="checkbox"/>	Extremely organized; enhances job function. <input type="checkbox"/>

Comments:

Criterion 6: COMMUNICATION

Exchanges information appropriately

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	Use of inappropriate communication skills seriously affects job function. <input type="checkbox"/>	Occasional use of inappropriate communication skills hamper job function. <input type="checkbox"/>	Consistently uses appropriate communication skills. <input type="checkbox"/>	Exceptional use of communication skills enhances job function. <input type="checkbox"/>

Comments:

Criterion 7: WORK PRODUCTION

Produces necessary volume of work accurately

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Produces at unacceptable level; many errors, assignments not complete. <input type="checkbox"/>	Produces below what can and should be done. <input type="checkbox"/>	Produces at expected level; thorough, accurate, complete. <input type="checkbox"/>	Produces above level; exceptionally accurate; extremely high output. <input type="checkbox"/>

Comments:

Criterion 8: SELF-IMPROVEMENT

Enhances overall job performance by self-growth

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Fails to show initiative to improve <input type="checkbox"/>	Does not show initiative for improvement on a regular basis. <input type="checkbox"/>	Strives for improvement on regular basis. <input type="checkbox"/>	Exceptional efforts at self-improvement. <input type="checkbox"/>

Comments:

Criterion 9: WORK KNOWLEDGE AND SKILLS

Accomplishes job-specific criteria

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Unacceptable; does not meet specific criteria. <input type="checkbox"/>	Needs improvement; partially or irregularly meets criteria. <input type="checkbox"/>	Meets expectations of specific criteria on a regular basis. <input type="checkbox"/>	Above expectations of specific criteria at all times. <input type="checkbox"/>

Comments:

Criterion 10: CUSTOMER SERVICE SKILLS

Demonstrates ability and willingness to meet customer needs

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	Frequently fails to make an effort to meet customer needs <input type="checkbox"/>	Occasionally does not practice appropriate customer service skills <input type="checkbox"/>	Meets expectations of customers on regular basis <input type="checkbox"/>	Actively seeks to understand and satisfy customer needs <input type="checkbox"/>

Comments:

Criterion 11: TEAMWORK

Displays teamwork skills that enhance organizational effectiveness and support

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: Overall Score	Exhibits unwillingness to work effectively in a team setting <input type="checkbox"/>	Sometimes has difficulty participating as a team member <input type="checkbox"/>	Works cooperatively with all team members <input type="checkbox"/>	Seeks opportunities to collaborate with others <input type="checkbox"/>

Comments:

Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: RELIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: ADAPTABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 3: INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 4: ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 5: ORGANIZATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 6: COMMUNICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 7: WORK PRODUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 8: SELF-IMPROVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 9: WORK KNOWLEDGE AND SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 10: CUSTOMER SERVICE SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 11: TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation Score	_____			
	Score Range: 11 to 16	Score Range: 17 to 27	Score Range: 28 to 38	Score Range: 39 to 44

Comments to Support Overall Rating:

Areas of Focus/Goals:

This evaluation has been reviewed with employee.

▼

Date reviewed with employee

mm/dd/yyyy

Signatures:

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet