

**MARIST COLLEGE  
LOCAL 200-U  
PERFORMANCE EVALUATION**

<p><b>Employee Performance Rating Form</b></p> <p>Rating for _____</p> <p>Dept. _____</p>	<p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Disregard your personal feelings. Judge this employee on the qualities listed below.</li> <li>2. Study the definitions of each factor and the various phases of each before rating.</li> <li>3. Call to mind instances that are typical of employee's work and actions.</li> <li>4. Using your own careful judgement – check the phrase in each factor that is typical.</li> <li>5. Explain on reverse side any unusual characteristic not covered in regular factors.</li> </ol>
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Factor	Range					Rating
1. QUALITY Performance in meeting quality standards	Careless 4	Just gets by 8	Does a good job 12	Rejects and errors rare 16	Exceptionally high quality 20	
2. JOB KNOWLEDGE Understanding in all phases of the work	Inadequate knowledge 5	Improvement necessary – just gets by 10	Knows job fairly well 15	Expert but limited to own job 20	Expert in own job and several others 25	
3. QUANTITY Output of satisfactory work	Slow – output is seldom required amount 4	Turns out required amount but seldom more 8	Frequently turns out more than required amount 12	Usually does more than expected 16	Exceptionally fast, output high 20	
4. DEPENDABILITY Works conscientiously according to instructions	Continuous checking and follow-up 4	Frequent checking 8	Follows instructions 12	Very little checking 16	Dependable, no checking necessary 20	
5. INITIATIVE Thinks constructively and originates action	Requires constant supervision 3	Fair decisions – routine worker 6	Good decisions and actions but requires some supervision 9	Minimum of supervision 12	Thinks and acts constructively, no supervision required 15	
6. ADAPTABILITY Ability to learn and meet changed conditions	Prefers old methods, does not remember instructions 3	Learns slowly, reluctant to change 6	Normal ability, routine worker 9	Short period for mental adjustment, willing to change 12	Learns rapidly – adjusts and grasps changes quickly 15	
7. ATTITUDE Willingness to cooperate and carry out demands	Poor cooperation, argumentative 2	Passive resistance 4	Limited cooperation 6	Cooperative 8	Good team worker 10	
8. ATTENDANCE Amount of excessive absenteeism	More than 4 days absence 2	3 to 4 days normal or 3 days own accord 4	2 to 3 days normal or 2 days own accord 6	1 to 2 days normal or 1 day own accord 8	No days lost 10	
9. SAFETY AND HOUSEKEEPING Compliance with safety and housekeeping rules	Area dirty, safety rules ignored 2	Warned repeatedly about safety and cleanliness 4	Occasional warning about safety and orderliness 6	Workplace clean and safe 8	Safe and orderly worker, equipment well cared for 10	
10. POTENTIAL Potential ability to lead and teach others	Has no more growth 2	Future growth doubtful 4	Slow development ahead 6	Bright future, growth 8	Exceptional possibilities 10	
11. PERSONALITY Ability to get along with associates	Disagreeable 2	Difficult to get along with 4	Average or reasonable 6	Well liked and respected 8	Winning personality 10	

**Date Rated:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Total Pts.:** \_\_\_\_\_

UNACCEPTABLE – MARGINAL 33-65  
MARGINAL – AVERAGE 66-98

AVERAGE – ABOVE AVERAGE 99-131  
ABOVE AVERAGE – EXCEPTIONAL 132+