

Town of Wellesley

Name: _____

Department: _____

Job Title: _____

Non-Exempt Employee Evaluation Form

Date: _____

Group: _____

Step: _____

JOB KNOWLEDGE

is the information concerning work duties which an individual should know for a satisfactory job performance.

| | | | | | |
|--------------------------------------|---|---|-----------------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| poorly informed about work duties | lacks knowledge of some phases of work | moderately informed; can answer most common questions | understands all phases of work | has complete mastery of all phases of job | not possible to observe; not applicable |

COMMENTS:

ACCURACY

is the correctness of work duties performed.

| | | | | | |
|--------------------------|-------------------------------------|---|---|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| makes frequent errors | careless; makes recurrent errors | usually accurate; makes only average number of mistakes | requires little supervision; is exact and precise most of the time | requires absolute minimum of supervision; is almost always accurate | not possible to observe; not applicable |

COMMENTS:

QUANTITY OF WORK

is the amount of work an individual does in a work day.

| | | | | | |
|---------------------------------------|-------------------------------|-----------------------------------|---|------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| does not meet minimum requirements | does just enough to get by | volume of work is satisfactory | very industrious; does more than is required | superior work production record | not possible to observe; not applicable |

COMMENTS:

FRIENDLINESS/COURTESY

is the sociability and polite attention which an individual imparts in his/her attitude toward customers, other employees.

| | | | | | |
|--------------------------------------|---|--------------------------------|---|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| very distant; aloof; discourteous | approachable; friendly once known by others | warm; friendly; sociable | very sociable; out-going; willing to help | extremely sociable; excellent at establishing good will | not possible to observe; not applicable |

COMMENTS:

ATTENDANCE

is faithful in coming to work daily and conforming to work hours.

| | | | | | |
|---|---|-----------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| often absent without good excuse and/or frequently reports to work late | lax in attendance and/or reporting for work on time | usually present and on time | very prompt and on time | always regular and prompt; volunteers for overtime when needed | not possible to observe; not applicable |

COMMENTS:

ALERTNESS

is the ability to learn and grasp instruction; to meet changing conditions and to solve novel or problem situations.

| | | | | | |
|--------------------------|---|------------------------------------|---------------------------------------|------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| slow to "catch on" | requires more than average instruction and explanations | grasps instructions satisfactorily | usually quick to understand and learn | exceptionally keen and alert | not possible to observe; not applicable |

COMMENTS:

CREATIVITY

is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

| | | | | | |
|---|---------------------------------------|------------------------------------|---|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| rarely has a new idea; is unimaginative | occasionally comes up with a new idea | has reasonable number of new ideas | frequently suggests new ways of doing things; is very imaginative | continually seeks new and better ways of doing things; is very imaginative | not possible to observe; not applicable |

COMMENTS:

DEPENDABILITY

is the ability to do required jobs well with a minimum of supervision.

| | | | | | |
|---|------------------------------|--|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| requires close supervision; is unreliable | sometimes requires prompting | usually takes care of necessary tasks and completes with reasonable promptness | requires little supervision; is reliable | requires absolute minimum of supervision | not possible to observe; not applicable |

COMMENTS:

PLANNING/ORGANIZING

is the ability to use time effectively.

| | | | | | |
|---|---|--|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| frequently schedules and plans poorly; wastes much time | sometimes schedules and plans poorly; wastes time | satisfactorily schedules and plans; wastes little time | schedules and plans very well; efficient use of time | superior scheduling and planning skills; maximizes use of time | not possible to observe; not applicable |

COMMENTS:

DRIVE

is the desire to attain goals; to achieve.

| | | | | | |
|---|---|--|--|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| has poorly defined goals and acts without purpose; puts forth practically no effort | sets goals too low; puts forth little effort to achieve | has goals and usually puts forth effort to reach these | strives hard; has high desire to achieve | sets high goals and strives continuously to reach these | not possible to observe; not applicable |

COMMENTS:

JUDGEMENT AND COMMON SENSE

thinks intelligently; makes decisions logically.

| | | | | | |
|--------------------------|--------------------------|--------------------------|----------------------------|-----------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| poor; unreliable | tends to be illogical | fairly reliable | judgement normally logical | thinks quickly; outstanding | not possible to observe; not applicable |

COMMENTS:

PERSONAL APPEARANCE

is the personal impression an individual makes on another (consider grooming, neatness and appropriateness of dress).

| | | | | | |
|--------------------------|---|--|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| very untidy | sometimes untidy and careless about personal appearance | generally neat and clean; satisfactory personal appearance | careful about personal appearance | unusually well groomed; very neat | not possible to observe; not applicable |

COMMENTS:

OVERALL EVALUATION

☐
definitely
unsatisfactory

☐
substandard but
making progress

☐
doing a
satisfactory job

☐
definitely above
average

☐
outstanding

☐
not possible
to observe;
not applicable

SUPERVISOR'S COMMENTS

Major strong points are...

These can be used more effectively by doing the following:

Areas for improvement are...

These can be strengthened by doing the following:

Rated by

Title

A copy of this report has been reviewed and explained to me.

Employee's signature

Date

This form must be returned to the Human Resources Department.

Date received

Reviewed by

Title

NOTE: In accordance with the Massachusetts General Laws, the employee has the right to have written comments in response to this evaluation entered into his/her personnel file.