

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

<input type="checkbox"/> definitely unsatisfactory	<input type="checkbox"/> substandard but making progress	<input type="checkbox"/> doing a satisfactory job	<input type="checkbox"/> definitely above average	<input type="checkbox"/> outstanding	<input type="checkbox"/> not possible to observe; not applicable
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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.