

1	Quality of Work	Rating:	Unsatisfactory	Poor	Acceptable	Good	Excellent
Thoroughness, Neatness, Accuracy		Comments:					
2	Knowledge of Job	Rating:	Unsatisfactory	Poor	Acceptable	Good	Excellent
Clear understanding of the relevant facts or factors of the job		Comments:					
3	Personal Qualities	Rating:	Unsatisfactory	Poor	Acceptable	Good	Excellent
Personality, appearance, sociability, integrity, leadership		Comments:					
4	DEPENDABILITY	Rating:	Unsatisfactory	Poor	Acceptable	Good	Excellent
Conscientious, thorough, accurate, reliable with respect to attendance, lunch periods, reliefs etc.		Comments:					
5	COOPERATION AND ATTITUDE	Rating:	Unsatisfactory	Poor	Acceptable	Good	Excellent
Willingness to assist others as well as ability and willingness to work with associates, supervisor and subordinates towards achieving goals		Comments:					
6	INITIATIVE	Rating:	Unsatisfactory	Poor	Acceptable	Good	Excellent
Displays strong desire to increase responsibilities. Self-starter and unafraid to proceed alone		Comments:					

