

Name: _____

Period: _____

Directions: You are to create a job performance evaluation similar to the one below for only one position at your business. Use the example below to help you determine what skills and characteristics you feel best to evaluate this position. Create a rating scale similar to the one you see below. Please type or hand-write your performance evaluation.

MANAGER'S WEEKLY JOB PERFORMANCE EVALUATION

MANAGER: Lee Bradford, MEAN JEANS MANUFACTURING CO.

WORKWEEK ENDING: July 6 July 13 July 20 July 27 (CIRCLE ONE)

RATINGS	8 points - outstanding performance	4 points - average performance
	6 points - above average performance	2 points - needs improvement
	0 points - unacceptable performance	

ATTITUDE TOWARD WORK

- Shows an enthusiastic interest in work; is highly motivated to learn 8 8
- Shows interest in work and has desire to learn 6 _____
- Shows moderate interest in work 4 _____
- Shows little interest or enthusiasm for work 2 _____
- Shows no interest in work or desire to learn 0 _____

TEACHER COMMENT:

ATTENDANCE AND PUNCTUALITY

- Never absent or late 8 _____
- Infrequently absent or late 6 6
- Occasionally absent or late 4 _____
- Needs to improve attendance and punctuality 2 _____
- Excessively absent or late 0 _____

TEACHER COMMENT:

ABILITY TO FOLLOW INSTRUCTIONS AND USE REFERENCE MATERIALS

- Shows initiative in interpreting and following instructions and using references 8 _____
- Follows instructions and uses references with no difficulty 6 6
- Usually follows instructions and uses references with little difficulty 4 _____
- Needs repeated detailed instructions 2 _____
- Refuses to follow instructions or use reference materials 0 _____

TEACHER COMMENT: *You seem to have no difficulty following directions for even difficult and detailed activities.*

HUMAN RELATIONS SKILLS

- Extremely tactful and understanding when dealing with people 8 8
- Usually poised, courteous, and tactful in dealing with people 6 _____
- Tries to be compatible with people 4 _____
- Needs to improve human relations skills 2 _____
- Disruptive and uncooperative when dealing with people 0 _____

TEACHER COMMENT:

QUANTITY AND QUALITY OF WORK

- Has an exceptional aptitude for doing neat, accurate work 8 _____
- Does more than the required amount of neat, accurate work 6 _____
- Does normal amount of acceptable work 4 4
- Needs assistance to do acceptable work 2 _____
- Does little or no acceptable work 0 _____

TEACHER COMMENT: *You may wish to work on writing your numbers more clearly so that others can read them.*

TOTAL POINTS EARNED 32