

BREWTON-PARKER COLLEGE
Staff Performance Rating

Name:	Date:
Department:	Job Title:
Place an X in the box which best describes the work of the employee.	
ACCURACY is the correctness of work duties performed.	X
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.	
ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.	
Slow to "catch on."	
Requires more than average instructions and explanations.	
Grasps instructions with average ability.	
Usually quick to understand and learn.	
Exceptionally keen and alert.	
CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.	
Rarely has a new idea; is unimaginative.	
Occasionally comes up with a new idea.	
Has average imagination; 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 extremely imaginative.	
*FRIENDLINESS is the sociability and warmth which an individual imparts in his/her attitude toward others.	
Very distant and aloof.	
Approachable; friendly once known by others.	
Warm; friendly; sociable.	
Very sociable and out-going.	
Extremely sociable; excellent at establishing good will.	
PERSONALITY is an individual's behavior characteristics or his/her personal suitability for the job.	
Personality unsatisfactory for this job.	
Personality questionable for this job.	
Personality satisfactory for this job.	
Very desirable personality for this job.	
Outstanding personality for this job.	

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*PERSONAL APPEARANCE is the personal impression an individual makes on others (Consider cleanliness, grooming, appropriateness of dress on the job, etc.)	
Very untidy; poor taste in dress.	
Sometimes untidy and careless about personal appearance.	
Generally neat and clean; satisfactory personal appearance.	
Careful about personal appearance.	
Unusually well groomed, very neat, excellent taste in dress.	
PHYSICAL FITNESS is the ability to work consistently with only moderate fatigue. (Consider physical alertness and energy.)	
Tires easily; is weak and frail.	
Frequently tires and is slow.	
Meets physical and energy job requirements.	
Energetic, seldom tires.	
Excellent health; no fatigue.	
ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.	
Often absent without good excuse and/or frequently reports for work late.	
Lax in attendance and/or reporting for work on time.	
Usually present and on time.	
Very prompt; regular in attendance.	
Always regular and prompt; volunteers for overtime when needed.	
HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his/her work area.	
Disorderly or untidy	
Some tendency to be careless and untidy.	
Ordinarily keeps work area fairly neat.	
Quite conscientious about neatness and cleanliness.	
Unusually neat, clean and orderly.	
DEPENDABILITY is the ability to do required jobs well with minimum supervision.	
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 supervision.	
DRIVE is the desire to attain goals, to achieve.	
Has poorly defined goals and acts without purpose; puts forth practically no effort.	
Sets goals too low; puts forth little effort to achieve.	
Has average goals and usually puts forth effort to reach these.	
Strives hard; has high desire to achieve.	
Sets high goals and strives incessantly to reach these.	
JOB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.	
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.	

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QUANTITY OF WORK is the amount of work an individual does in a work day.	
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.	
STABILITY is the ability to withstand pressure and to remain calm in crisis situations.	
Goes "to pieces" under pressure; is "jumpy" and nervous.	
Occasionally "blows up" under pressure; is easily irritated.	
Has average tolerance for crisis; usually remains calm.	
Tolerates most pressure; very good tolerance for crisis.	
Thrives under pressure; really enjoys solving crisis.	
COURTESY is the polite attention an individual gives other people.	
Blunt; discourteous; antagonistic.	
Sometimes tactless.	
Agreeable and pleasant.	
Always very polite and willing to help.	
Inspiring to others in being courteous and very pleasant.	
OVERALL EVALUATION in comparison with other employees with the same length of service on this job.	
Definitely unsatisfactory.	
Substandard but making progress.	
Doing an average job.	
Definitely above average.	
Outstanding.	
MAJOR WEAK POINTS ARE:	MAJOR STRONG POINTS ARE:
1.	1.
2.	2.
3.	3.
and these can be strengthened by doing the following:	and these can be used more effectively by doing the following:
Supervisor Signature:	Title:
A copy of this report has been given to me and has been discussed with me.	
Employee Signature:	Date: