



Lake Superior State University
EMPLOYEE PERFORMANCE RATING FORM

NAME: _____

TITLE: _____

DEPARTMENT: _____

SUPERVISOR: _____

Instructions:

1. Disregard your personal feelings. Judge this employee on the qualities listed below.
2. Study the definitions of each factor and the various phases of each before rating.
3. Call to mind instances that are typical of the employee's work and actions. List examples.
4. Using your own careful judgement, check the phrase in each factor that is typical.
5. If employee performs no supervision, do not rate additional factor for supervisor ability (Factor 9).

1. QUALITY – Performance in meeting quality standards.	Exceptionally high quality	Errors rare	Does a good job	Just gets by	Careless
Example:					
2. JOB KNOWLEDGE – Understanding in all phases of the work.	Expert in own job and several others	Expert but limited to own job	Knows job fairly well	Improvement necessary – just gets by	Inadequate knowledge
Example:					
3. QUANTITY – Output of satisfactory work.	Exceptionally fast, output high	Usually does more than expected	Frequently turns out more than required amount	Turns out required amount but seldom more	Slow – output is seldom required amount
Example:					
4. DEPENDABILITY – Works conscientiously according to instructions.	Dependable, no checking necessary	Very little checking	Follows instructions	Frequent checking	Continuous checking and follow-up
Example:					
5. INITIATIVE – Thinks constructively and originates action.	Thinks and acts constructively, no supervision required	Good decisions and actions but requires some supervision	Minimum of supervision	Fair decisions – routine worker	Requires constant supervision
Example:					

6. ADAPTABILITY – Ability to learn and meet changed conditions.	Learns rapidly – adjusts and grasps changes quickly	Short period for mental adjustment, willing to change	Normal ability, routine worker	Learns slowly, reluctant to change	Prefers old methods, does not remember instructions
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Example:

7. ATTITUDE – Willingness to cooperate and carry out demands.	Cooperative	Good team worker	Limited cooperation	Poor cooperation, argumentative	Resists working as a team
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Example:

8. SAFETY AND HOUSEKEEPING – Compliance with safety and housekeeping rules.	Safe and orderly worker, equipment well cared for	Workplace clean and safe	Occasional warning about safety and orderliness	Warned repeatedly about safety and cleanliness	Area dirty, safety rules ignored
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Example:

9. SUPERVISORY OR LEADERSHIP ABILITY – Qualities if applicable to this job.	Outstanding leadership	Good planning and effective organization	Adequate for position	Inadequate	Poor organization and planning
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Example:

Supervisor’s Comments and/or Goals for Improvement:

Date rated: _____ **Supervisor’s Signature:** _____

Received by Employee (date): _____ **Employee’s Signature:** _____

Signing this form does not necessarily signify agreement but indicates that the employee has received the document. If employee wishes to comment on evaluation, attach a separate sheet to this form.