

Job Knowledge	Consider the basic knowledge of related work, techniques, and equipment for the job			
Inadequate knowledge of the job and procedures. Fails to grasp anything but the most elementary concepts of the job. Needs constant supervision.	Inadequate knowledge of duties and is slow to grasp details. Needs considerable supervision.	Adequate knowledge of duties. Needs a normal amount of instruction.	Good knowledge of duties. Well informed. Needs little instruction.	Excellent understanding of duties. Extremely capable and requires little to no direction.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A
Quantity of Work	Consider the amount and promptness of work completed.			
Seldom completes a satisfactory amount of work. Slow worker and tends to waste time. Inadequate productivity.	Works at a slow pace. Needs continual urging and encouraging. Does just enough to get by.	Works at a steady pace. Usually produces an acceptable volume of work.	Works fast. Often exceeds requirements. Thorough and careful worker.	Consistently produces a high volume of work. Does more than expected.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A
Quality of Work	Consider the ability to compile work in a neat, accurate and thorough manner that meets standards			
Poor quality with excessive and repetitive errors. Requires constant scrutiny and revision.	Inclined to make mistakes. Work is barely acceptable and needs unnecessary examination.	Meets requirements of accuracy and neatness. Makes few errors and needs normal supervision.	Exceeds minimum requirements of accuracy and neatness. Carries out instructions well and needs little supervision.	Consistent high degree of accuracy and neatness. Work can be relied upon with very little revision. Seldom needs supervision.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A
Initiative	Consider the ability to perform duties in a consistent and reliable manner, the willingness to take on new tasks, offer constructive suggestions and accept responsibility			
Requires constant encouragement. Never volunteers to undertake work. Has no drive or ambition.	Dislikes responsibility and has very little drive. Lacks resourcefulness and requires more than average encouragement.	Requires normal encouragement. Seldom seeks new tasks. Will accept responsibility when necessary. Accomplishes routine work.	Requires minimal encouragement. Occasionally seeks new tasks. Works well when given responsibility.	Self-starter that goes out of the way to accept responsibility. Very alert and constructive.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A