

1st MONTH OF WORK PERFORMANCE EVALUATION

NAME: _____

DEPARTMENT: _____

EVALUATION DATE: _____

GENERAL INSTRUCTIONS:

1. This performance evaluation is intended to assist to each STARTER to the progress and development during his/her training period
2. This evaluation should be completed after the end of the first month of employment
3. After completing the rating, each supervisor should discuss its contents with the employee; have each employee acknowledge that the contents of the rating have been reviewed with him/her by signing the report
4. Return the report duly signed to the Training Department.

GENERAL POINTS AND COMMENTS

STARTER'S SIGNATURE: _____ DATE: _____

COMMENTS: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

COMMENTS: _____

DIRECTOR'S OF TRAINING SIGNATURE: _____ DATE: _____

PERFORMANCE FACTORS

	NEEDS IMPROVEMENT	STANDARD	ABOVE STANDARD	EXCEPTIONAL
INITIATIVE	Relies on others-rarely suggest ()	If encouraged, offers sound suggestions ()	Develops assignments fully-makes original contributions ()	Highly ingenious-self starter with sound ideas-improves standards ()
JOB PERFORMANE	Fair performance, requires frequent supervision ()	Meets job requirements - performance routine ()	Makes few errors, quality of work good, does not leave work behind ()	Consistently meets previous standards-needs minimum supervision-Very efficient and hard working person ()
WILLINGNESS	Rarely willing to help, only completes assigned duties ()	Sometimes willing to help ()	Willing to help in any area when he is asked ()	Willing to help beyond the call of duty, hard-working person ()
CUSTOMER RELATIONS / COURTESY	Sometimes disagreeable and abrupt with guests ()	Courtesy and disposition at acceptable levels ()	Generally agreeable and pleasant ()	Very polite and positive, builds excellent relations with guests ()
INTEREST	Low interest, rarely enthusiastic ()	Shows some interst in the job ()	Interest in work-usually enthusiastic ()	Highly iterested and enthusiastic ()
COOPERATION	Competitive (defensive) does not work well with the others ()	Work fairly well with assists other ()	Good team member-quick to volunteer ()	Excellent team work-assists others freely ()
DEPENDABILITY	Requires prompting to complete tasks-needs direction and considerabe supervision ()	Usually comletes tasks with little reminding ()	Needs minimum supervision, generally can be relied upon ()	Completely reliable person ()
JEDGEMENT	Low leel of common sense-likely to make poor decisions ()	Decisions and judgement made on routine matters dependable ()	Uses good common sense-most decisions acceptable ()	Sound judgement and dependable decisions ()
PUNCTUALITY AND ATTENDANCE	Sometimes late and absent-bears watching ()	Usually present and on time ()	Record good-adheres to company policy ()	Attendance and punctuality exceptional ()
PERSONNAL APPEARANCE	Untidy and careless about appearance ()	Sometimes needs to be reminded about grooming and neatness ()	Well groomed-neat appearance ()	Exceptionally well groomed at all times, takes care over uniform / work cloths ()