



## **EVALUATION FORM**

EMPLOYEE: \_\_\_\_\_

FOREMAN: \_\_\_\_\_

COMPANY/POSITION: \_\_\_\_\_

JOB STEWARD: \_\_\_\_\_

DATE OF EVALUATION: \_\_\_\_\_

LENGTH OF SERVICE: \_\_\_\_\_

SAFETY                      Consider the manner in which the employee views  
and practices safe work procedures. Supports  
safety programs, etc.  
Factor rating one to five (1 – 5)                      A \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUANTITY  
OF WORK                      Consider the volume of work produced under  
normal conditions, disregard errors.  
Factor rating one to five (1 – 5)                      B \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUALITY OF  
WORK                      Consider neatness, accuracy and dependability  
of results, regardless of volume.  
Factor rating one to five (1 – 5)                      C \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIATIVE                      Consider the tendency to contribute, develop  
and/or carry out new ideal or methods.  
Factor rating one to five (1 – 5)                      D \_\_\_\_\_

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\_\_\_\_\_

DEPENDABILITY Consider attendance, punctuality and reliability  
(ie. doing work with little Supervision).  
Factor rating one to five (1 – 5) E\_\_\_\_\_

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CO-OPERATION Consider attitude towards co-workers, general  
Public and ability to work with others.  
Factor rating one to five (1 – 5) F\_\_\_\_\_

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**RATING**                    **1 = UNSATISFACTORY**                    **5 = HIGHLY SATISFACTORY**

Obtain Total Points by adding up scores in boxes A – F (inclusive). **TOTAL POINTS:** \_\_\_\_\_

Foreman/Supervisor's Comments following this Evaluation:

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Foreman's Signature

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Job Steward's Signature