

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

FARM: \_\_\_\_\_ DEPT: \_\_\_\_\_

**EVALUATION DATES AND ATTENDANCE RECORD**

Circle One:	<b>30 DAYS</b>	<b>90 DAYS</b>	<b>180 DAYS (6 MONTHS)</b>	<b>ANNUAL</b>
Start Date:				
Attendance:				

**WORK CHARACTERISTICS**

<b>Quality of Work:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:	<b>Quantity of Work:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:	<b>Learns:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:
<b>Needs Supervision:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:	<b>Safety Habits:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:	<b>Attitude toward work:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:
<b>Attendance:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:	<b>Productivity:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:	<b>Gets along with Others:</b> Exceed Expectations <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> *Needs Improvement <input type="checkbox"/> *Give specific examples of behavior:

*Check Which Apply:*

Cooperative <input type="checkbox"/>	Pleasant <input type="checkbox"/>	
*Uncooperative <input type="checkbox"/>	*Temperamental <input type="checkbox"/>	*Temperamental <input type="checkbox"/>
*Give specific examples of behavior:	*Give specific examples of behavior:	*Give specific examples of behavior:

Are you satisfied to have this employee in your service? YES  NO   
If not suitable, do you recommend a transfer or discharge? Why?

What can be done by the employee to improve performance?

Comments:

Employee Signature

Supervisor's Signature

Date