

## Teamwork and Work Habits Activity 1

### Fleetwood Associate Performance Evaluation Report

Name of Associate \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Period of Report: From \_\_\_\_\_ to \_\_\_\_\_ Date of Employment \_\_\_\_\_

<b>QUALITY OF WORK – Does associate meet department standards for accuracy and completeness?</b>				
<input type="checkbox"/> 1. Work is always of highest quality. Errors are rare.	<input type="checkbox"/> 2. Always have to check work. Very low quality.	<input type="checkbox"/> 3. Work is usually accurate. Makes usual number of errors.	<input type="checkbox"/> 4. Work is usually passable. Needs checking frequently.	<input type="checkbox"/> 5. Better than most. Seldom needs checking. Seldom makes mistakes.
<b>QUANTITY OF WORK – Is associate's output of satisfactory work at the level expected of associates in department?</b>				
<input type="checkbox"/> 1. Amount of completed satisfactory work is usually adequate and in a timely manner.	<input type="checkbox"/> 2. Volume is far below that of co-workers. Seldom accomplishes much. Unacceptable unless marked improvement is shown.	<input type="checkbox"/> 3. Top producer, completes more work than is normally expected.	<input type="checkbox"/> 4. Slow but steady, shows undue emphasis on quality at expense of completing work. Needs prodding to meet deadlines.	<input type="checkbox"/> 5. Completes more than most workers. Highly satisfactory. Can be depended on to get the job done.
<b>COOPERATION – Does associate work well with persons they must contact as part of their job and does the associate accept their share of more difficult tasks?</b>				
	<input type="checkbox"/> 2. Cooperates under direction, but tends to have difficulty in working with others. Seeks easy jobs.	<input type="checkbox"/> 3. Usually works well with others. Willing to help when required.	<input type="checkbox"/> 4. Meets people half way. Tries to help on own initiative. Accepts fair share of difficult work.	<input type="checkbox"/> 5. Seeks out others to help. Does more than own share of work. Can always be counted on. Outstanding ability to promote harmony.

**ATTITUDE – Does associate willingly accept supervision and conform to established policies and procedures, accept responsibility, and show enthusiasm in the associate’s approach to work? Does the associate show imagination and initiative in suggesting improvement when necessary?**

<input type="checkbox"/> 1. Works well under supervision. Usually follows established policies and procedures	<input type="checkbox"/> 2. Exceptionally enthusiastic about the associate’s work. Welcomes supervision. Can be depended on to follow procedures and use own initiative to solve problems.	<input type="checkbox"/> 3. Balks at being supervised. Rarely follows procedures. Cannot be depended on and must be closely watched.	<input type="checkbox"/> 4. Tries to get away with things but complies under close supervision.	<input type="checkbox"/> 5. Shows enthusiasm for work. Tries to understand policies and comply. Recommends changes. Shows initiative.
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**DEPENDABILITY – Does associate meet deadlines, begin work promptly, always punctual, reliable in meeting demands of job?**

<input type="checkbox"/> 1. Rarely misses a commitment and then only for good cause. Assumes full responsibility for all objectives.	<input type="checkbox"/> 2. Unreliable in most things. Must be constantly checked on and super-vised. Rarely meets deadlines.	<input type="checkbox"/> 3. Must be checked on important things.	<input type="checkbox"/> 4. Usually meets commitments. Seldom needs to be checked.	<input type="checkbox"/> 5. Follows instructions and can be relied upon to complete work.
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**WEAKNESSES WHICH REQUIRE IMPROVEMENT:** Describe in your own words your opinions concerning such factors as skills, personal appearance, tardiness, specific knowledge areas, etc. (List only weaknesses) \_\_\_\_\_

**STRONG POINTS WHICH MAKE ASSOCIATE VALUABLE:** Describe in your own words your opinions concerning such factors as loyalty, integrity, stability, exceptional qualities or talents, etc. \_\_\_\_\_

SUMMARY OF PROGRESS ON JOB:     Improving     Stationary     Declining    AND  
 Unacceptable     Weak     Acceptable     Better than most     Superior to most others  
 I do  do not  recommend you for promotion, Last Promotion Date \_\_\_\_\_  
 I do  do not  recommend you for salary increase. Last Salary Increase Date \_\_\_\_\_  
 Signature of Rater \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Associate \_\_\_\_\_ Date \_\_\_\_\_