

Sample Performance Evaluation

Goal: To demonstrate employability skills that meet the expectations of the training supervisor.

	Needs To Improve	Meets Expectation Of Training Supervisor	Exceeds Expectation Of Training Supervisor
QUALITY OF WORK Consults manuals and spec's, uses proper tools, treats customer's car as his/her own, shows genuine concern for quality.			
PERSONAL HABITS Demonstrates good attendance and punctuality, maintains clean work area, tools/equipment and neat appearance.			
ATTITUDE Works cooperatively, takes positive approach, assists others, takes pride in work.			
JUDGMENT Knows own limits, requests help when needed, usually makes the right decisions, handles problems constructively.			
INITIATIVE Does all assigned work, proceeds well on own, works independently, seeks other work when assignments are complete.			
PRODUCTIVITY Uses efficient work habits, stays productive, puts in a full day, plans work in advance.			
OVERALL PERFORMANCE Overall rating of employability skills.			