

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT
Employee Rating Scale

Date _____

Name _____ Job Title _____ Rated by _____ Title _____

Factor	1 - 2	3 - 4	5 - 6	7 - 8
Quality of Work	Poor; often does unacceptable work.	Fair.	Generally good, makes only occasional mistakes.	Excellent; work is A-1 most of time; makes very few mistakes.
Need of Supervision	Is careless, requires constant supervision.	Needs supervision and frequent checking.	Requires little supervision.	Needs supervision only very occasionally.
Quantity of Work	Very slow; almost never does complete job in time assigned for it.	Erratic; sometimes fast and efficient, other times slow and unskillful.	Steady worker, does job consistently and occasionally does more.	Exceptionally fast; does work quickly and well; does extra work to stay busy.
Flexibility	Does not adapt readily to new situations; most of the time instructions must be repeated frequently.	Adequate; requires thorough complete instruction before taking on new duties or new type of work.	Quick; learns new assignment in short time if given some instruction.	Very adaptable, fast learner, quickly meeting needs of situation or assignments.
Job Knowledge	Limited knowledge of job; shows little desire to improve.	Passable knowledge of job needs frequent instruction and continuing supervision.	Well informed about job; rarely needs instruction or assistance.	Full knowledge of job; able to proceed alone on almost all work.
Attendance	Irresponsible in attendance.	Some absences.	Attendance record good.	Excellent attendance record.
Responsibility	Seldom carries out orders without being prodded.	Needs reminder to do work assigned.	Reliable in work.	Most reliable in doing work assigned; can always be depended on.
Housekeeping	Never cleans working area.	From time to time, cleans work area.	Keeps work area clean.	Keeps work area spotless.
Safety	Is reckless in behavior.	Is occasionally negligent about safety.	Is usually careful about safety.	Is careful about safety.
Attitude	Uncooperative; often complains, is a disruptive influence among other employees.	Some cooperations, but is often indifferent both to fellow workers and to quality of own work.	Usually cooperative; attentive to work; gets along well with others.	Exceptionally cooperative; very interested in work; always helpful to others and considerate of them.

Comments: _____

Supervisor's Signature _____

Employee's Signature _____

Date discussed _____

(over)

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Rated by _____ Title _____

7 - 8

5 - 6

3 - 4

1 - 2

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