

Sample team evaluation form—Whereami Veterinary Hospital

Name _____ Date _____
Date of last review _____ Job title _____

Purpose of this employee evaluation:

To take a personal inventory, to pinpoint weaknesses and strengths, and to outline and agree upon a practical improvement program. Periodically conducted, these evaluations will provide a history of development and progress.

Instructions:

Listed below are a number of traits, abilities, and characteristics that are important for business success. Place an "X" in the box next to the descriptive phrase that describes the person being rated. (If this form is being used for self-evaluation, you will be describing yourself.)

Carefully evaluate each of the qualities separately.

Two common mistakes in rating are: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgement. The rater should use the ends of the scale as well as the middle, and (2) The "halo effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture you have of the person you're rating. However, each person has strong points and weak points and these should be indicated on the rating scale.

ACCURACY: the correctness of work duties performed.

- | | | | | |
|---|--|---|--|---|
| <input type="checkbox"/> Makes frequent errors. | <input type="checkbox"/> Careless; makes recurrent errors. | <input type="checkbox"/> Usually accurate; makes only the average number of mistakes. | <input type="checkbox"/> Requires little supervision; is exact and precise most of the time. | <input type="checkbox"/> Requires absolute minimum of supervision; is almost always accurate. |
|---|--|---|--|---|

ALERTNESS: the ability to grasp instructions, to meet changing conditions, and to solve novel or problem situations.

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> Slow to catch on. | <input type="checkbox"/> Requires more than average instructions and explanations. | <input type="checkbox"/> Grasps instructions with average ability. | <input type="checkbox"/> Usually quick to understand and learn. | <input type="checkbox"/> Exceptionally keen and alert. |
|--|--|--|---|--|

CREATIVITY: talent for having new ideas, for finding new and better ways of doing things, and for being imaginative.

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> Rarely has a new idea; is unimaginative. | <input type="checkbox"/> Occasionally comes up with a new idea. | <input type="checkbox"/> Has average imagination; has reasonable number of new ideas. | <input type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative. | <input type="checkbox"/> Continually seeks new and better ways of doing things; is extremely imaginative. |
|---|---|---|---|---|

FRIENDLINESS: the sociability and warmth an individual imparts in his or her attitude toward customers, other employees, his supervisor, and the people he or she may supervise.

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Very distant and aloof. | <input type="checkbox"/> Approachable; friendly once known by others. | <input type="checkbox"/> Warm, friendly, sociable. | <input type="checkbox"/> Very sociable and outgoing. | <input type="checkbox"/> Extremely sociable; excellent at establishing goodwill. |
|--|---|--|--|--|

PERSONALITY: an individual's behavior characteristics or his or her personal suitability for the job.

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Personality unsatisfactory for this job. | <input type="checkbox"/> Personality questionable for this job. | <input type="checkbox"/> Personality satisfactory for this job. | <input type="checkbox"/> Very desirable personality for this job. | <input type="checkbox"/> Outstanding personality for this job. |
|---|---|---|---|--|

PHYSICAL FITNESS: the ability to work consistently and with only moderate fatigue (consider physical alertness and energy).

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> Tires easily. | <input type="checkbox"/> Frequently tires and is slow. | <input type="checkbox"/> Meets physical and energy job requirements. | <input type="checkbox"/> Energetic; seldom tires. | <input type="checkbox"/> Excellent health; no fatigue. |
|--|--|--|---|--|

ATTENDANCE: faithfulness in coming to work daily and conforming to work hours.

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Often absent without good excuse and/or frequently reports late to work. | <input type="checkbox"/> Lax in attendance and/or reporting for work on time. | <input type="checkbox"/> Usually present and on time. | <input type="checkbox"/> Very prompt; regular in attendance. | <input type="checkbox"/> Always regular and prompt; volunteers for overtime when needed. |
|---|---|---|--|--|

HOUSEKEEPING: the orderliness and cleanliness in which the employee keeps his or her work area.

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Disorderly or untidy. | <input type="checkbox"/> Some tendency to be careless and untidy. | <input type="checkbox"/> Ordinarily keeps work area fairly neat. | <input type="checkbox"/> Quite conscientious about neatness and cleanliness. | <input type="checkbox"/> Unusually neat, clean, and orderly. |
|--|---|--|--|--|

