

Eastern Band of Cherokee Indians  
**Employee Performance Evaluation**  
**Office/Hourly/Technical**

Please Print

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Evaluation Date \_\_\_\_\_

Reason for Review:     Annual     Semi- Annual     Other \_\_\_\_\_

		Points
<b>1. QUALITY OF WORK</b>		
Outstanding	Consistent high degree of accuracy and neatness. Work can be relied upon. Seldom needs supervision.	10
Commendable	Exceeds minimum requirements of accuracy and neatness. Very few errors. Carries out instructions and needs little supervision.	8
Acceptable	Meets basic requirements of accuracy and neatness. Average quality work. Need normal supervision.	6
Marginal	Careless, inclined to make mistakes. Work barely acceptable.	2
Unsatisfactory	Continually makes errors. Requires excessive amount of checking and re-work.	1
<b>2. ATTENDANCE</b>		
Outstanding	Excellent attendance record. Almost always at work and on time. Very dependable.	10
Commendable	Seldom absent or tardy. Always reports absences/tardiness to advance. Dependable.	8
Acceptable	Occasionally absent or tardy. Reports absences/tardiness in advance. Dependable.	6
Marginal	Erratic in attendance and punctuality. Seldom reports absences or tardiness. Not dependable.	2
Unsatisfactory	Often absent or tardy. Does not report absences or tardiness. Not dependable.	1
<b>3. JOB KNOWLEDGE</b>		
Outstanding	Extremely capable. Requires little direction.	5
Commendable	Good knowledge of duties. Occasionally need direction.	4
Acceptable	Has adequate knowledge of duties. Needs little additional instructions.	3
Marginal	Inadequate knowledge of duties. Understanding of job duties not sufficient.	2
Unsatisfactory	Definite lack of knowledge. Very little understanding of job duties. Needs considerable amount of instruction.	1
<b>4. ATTITUDE</b>		
Outstanding	Always cooperative. Shows high interest in work. Goes out of way to help. Pleasant to deal with.	10
Commendable	Cooperative. Interested in work. Quick to offer assistance.	8
Acceptable	Usually agreeable and obliging.	6
Marginal	Occasionally unwilling to follow orders without argument. Inclined to be stubborn about job related matters.	2
Unsatisfactory	Difficult to work with. Chip on shoulder attitude. Uncooperative. Rude.	1

