

U.S. INTERNATIONAL CHRISTIAN ACADEMY

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EMPLOYEE/ STAFF EVALUATION FORM

EMPLOYEE: _____ DATE: _____

Purpose of this Employee Evaluation

To take a personal inventory to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these Evaluations will provide a history of developmental progress.

Instructions

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrase which most nearly describes the person being rated. (If this form is being used for self-evaluation, you will be describing yourself.)

1. **ACCURACY** is the correctness of work duties performed. (check one)

- ★★★★★★

- ★★★★★

- ★★★★

- ★★★

- ★

Comment: _____

2. ALERTNESS is the ability to grasp instructions, to meet challenging conditions and to solve novel or problem situations.(check one)

- ★★★★★★

- ★★★★★

- ★★★

- ★★

- ★

Comment: _____

3. CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.(check one)

- ★★★★★★

- ★★★★★

- ★★★

- ★★

- ★