

Employer Job Evaluation

Activity C

Chapter 3

Name _____

Date _____ Period _____

Evaluate your job performance from the viewpoint of an employer by placing a check mark in the appropriate spaces. Then answer the questions that follow.

1. Cooperation _____

- _____ A Gets along well with others; is friendly with others.
 _____ B Cooperates willingly; gets along with others.
 _____ C Usually gets along with others.
 _____ D Does not work well with others.
 _____ E Is antagonistic; pulls against rather than works with others.

2. Initiative _____

- _____ A Is resourceful; looks for tasks to learn and do.
 _____ B Is fairly resourceful; does well by himself/herself.
 _____ C Does routine work acceptably.
 _____ D Takes very little initiative; requires urging.
 _____ E Takes no initiative; has to be instructed repeatedly.

3. Courtesy _____

- _____ A Is very courteous and very considerate of others.
 _____ B Is considerate and courteous.
 _____ C Usually is polite and considerate of others.
 _____ D Is not particularly courteous in action or speech.
 _____ E Has been discourteous to the public and staff.

4. Attitude toward constructive criticism _____

- _____ A Accepts criticism and improves greatly.
 _____ B Accepts criticism and improvement noted.
 _____ C Accepts criticism and tries to do better.
 _____ D Doesn't pay much attention to criticism.
 _____ E Doesn't profit by criticism; resents it.

5. Knowledge of job _____

- _____ A Knows job well and shows desire to learn more.
 _____ B Understands work; needs little supervision.
 _____ C Has learned necessary routine but needs supervision.
 _____ D Pays little attention to learning job.
 _____ E Has not tried to learn.

6. Accuracy of work _____

- _____ A Very seldom makes errors; does work of very good quality.
 _____ B Makes few errors; is careful, thorough, and neat.
 _____ C Makes errors; shows average care, thoroughness, and neatness.
 _____ D Is frequently inaccurate and careless.
 _____ E Is extremely careless.

7. Work accomplished _____

- _____ A Is fast and efficient; production is well above average.
 _____ B Works rapidly; output is above average.
 _____ C Works with ordinary speed; work is generally satisfactory.
 _____ D Is slower than average.
 _____ E Is very slow; output is unsatisfactory.

(Continued)

Name _____

8. Work habits _____

- _____ A Is industrious; concentrates very well.
- _____ B Seldom wastes time; is reliable.
- _____ C Wastes time occasionally; is usually reliable.
- _____ D Frequently wastes time; needs close supervision.
- _____ E Habitually wastes time; has to be watched and reminded of work.

9. Adaptability _____

- _____ A Learns quickly; is adept at meeting changing conditions.
- _____ B Adjusts readily.
- _____ C Makes necessary adjustments after considerable instruction.
- _____ D Is slow in grasping ideas; has difficulty adapting to new situations.
- _____ E Can't adjust to changing situations.

10. Personal appearance _____

- _____ A Is excellent in appearance; always looks neat.
- _____ B Is very good in appearance; looks neat most of the time.
- _____ C Is passable in appearance but should make effort to improve.
- _____ D Often neglects appearance.
- _____ E Is extremely careless in appearance.

11. Punctuality _____

- _____ A Never tardy except for unavoidable emergencies.
- _____ B Seldom tardy.
- _____ C Punctuality could be improved.
- _____ D Very often tardy.
- _____ E Too frequently tardy.

12. Attendance _____

- _____ A Never absent except for an unavoidable emergency.
- _____ B Dependable.
- _____ C Usually dependable.
- _____ D Not regular enough in attendance.
- _____ E Too frequently absent.

1. Do you believe this is an accurate evaluation of your work habits and performance? Explain. _____

2. In which areas could you improve? Explain. _____

3. Which areas are your strongest? Why? _____

4. Based on this evaluation, do you think you are a desirable employee? Explain. _____

5. In your opinion, what are three cases of employee absence that deserve to be excused? _____

