# SAMPLE ADMINISTRATIVE FORM

## GENERAL STAFF EVALUATION

EMPLOYEE:

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(Last) (First) (Middle Initial)

Continue Take New

**QUANTITY** As Normal Direction

| EFFICIENCY: proper use of resources, no wasted time or effort; energy used versus product produced. |  |  |
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| SPEED: length of time required to complete tasks. |  |  |

**QUALITY**

| ACCURACY: amount of mistakes in work performance. |  |  |
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| DECISION-MAKING ABILITY: conclusions and actions are timely and accurate; reaching the right answer after proper analysis. |  |  |

**WORK HABITS**

| *ACCEPTANCE OF RESPONSIB1L1TY*: willing to be the person in charge of a task's success or failure. |  |  |
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| *CREATIVE ABILITY*: finding new ideas and new and better ways of doing things. |  |  |
| *DEPENDABILITY*: can be counted on to do what is needed when it is needed. |  |  |
| *OBSERVAT1ON OF WORK1NG HOURS*: works within the proper time frames. |  |  |
| *OPENMINDEDNESS*: ability to examine and consider new thoughts and ideas; consider things without a preconceived notion. |  |  |

**PERSONAL RELATIONS**

| *APPEARANCE*: personal impression, clothing, cleanliness, etc. |  |  |
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| *COOPERATIVENESS*: willingness and ability to work with others. |  |  |

Continue Take New

**ADAPTABILITY** As Normal Direction

| *ALERTNESS*: the ability to grasp instructions; able to meet changing conditions, and to "catch on" quickly. |  |  |
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| *FLEXIBILITY*: ability to meet changing or new situations. |  |  |
| *INNOVATIVENESS*: coming up with something new; making needed changes. |  |  |

**SUPERVISION**

| *DELEGATION OF PROPER RESPONSIBILITY*: allows employees to have the opportunity to succeed or fail on their own and use the power that gets things done. |  |  |
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| *FAIRNESS*: applies the rules in a consistent manner toward all employees equally. |  |  |

**GENERAL**

| *AMBITION*: desire to reach a goal or objective; projecting one's self into a new role. |  |  |
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| *ENTHUSIASM*: active desire and interest in the work. |  |  |
| *HONESTY*: truthfulness; not given to fraud or deception. |  |  |
| *LOYALTY*: maintains allegiance to the work group; does not tell others all the bad stories of the work group |  |  |