

Worker Efficiency Checklist

Prepared by Phil Blake

Evaluation of _____ Date _____ By _____

Knowledge										
Excels	1	2	3	4	Poor	Knows own job thoroughly	Forgets	Must be reminded		
						Knows how own job relates to others		Must be told in detail		
						Can do a wide variety of jobs well		Knows few operations		
						Has good memory		Learns slowly		
						Learns easily				
						Has good general knowledge, schooling and work experience				
Good Judgment										
Excels	1	2	3	4	Poor	Makes good choices	Makes bad choices			
						Initiates beneficially	Very hesitant to make decisions			
						Is alert Inventive	Decides by feeling, impulse			
						Fair to everyone	Influenced by favoritism			
						Little supervision required	Biased			
						Dependable under stress	Initiates problems			
Social Attitude										
Toward Supervisors										
Excels	1	2	3	4	Poor	Respects	Blames and belittles			
						Co-operates with cheerfully	Ignores wishes and needs			
Toward Co-workers										
Excels	1	2	3	4	Poor	Is concerned for	Obeys mechanically and grudgingly			
Toward subordinate and new employees										
Excels	1	2	3	4	Poor	Is friendly to	Concerned for personal benefit only			
							Displays hostility			
Social Ability										
Excels	1	2	3	4	Poor	Helpful attitude in reporting what needs attention	Poorly directed complaining			
						Can teach train and lead others	Offers alibis			
						Adaptable	Uses objectionable language			
						Uses clean language	Is known for low morals			
						Able to understand others views	Works only for personal benefit			
						Gives genuine praise and compliments	Conversation hinders work			
						Has outstanding moral values				
Trustworthiness										
Excels	1	2	3	4	Poor	Truthful and openly honest	Hides mistakes			
						Takes responsibility	Blames others			
						Admits errors voluntarily	Must be watched			
						Loyal	Unscrupulous			
Work Habits										
Excels	1	2	3	4	Poor	Produces high volume	Low production			
						Makes sincere effort, is diligent	Easily distracted from work			
						Has orderly habits	Leaves a mess	Doesn't care		
						Is aware of safety hazards	Plays pranks which hinder or endanger			
						Shares and returns work items	Overly possessive			
						Appropriate personal appearance	Has unkempt personal appearance			
Personal Security										
Excels	1	2	3	4	Poor	Clear thinker	Can't concentrate, anxious			
						Calm under pressure	Loses head in excitement			
						Concentrates on the job at hand	Rebels or gives up			
						Smiles	Gloomy			
Thrift										
Excels	1	2	3	4	Poor	Conserves supplies	Wastes supplies	High spoilage		
						Low spoilage of material	Rough or careless with equipment			
						Uses equipment with care	Is idle until assigned work			
						Keeps busy	Wastes time			
						Uses efficient methods	Loses time with poor methods			