



Performance Evaluation Score Sheet

Directions to Applicant: Fill in your name, address, and phone number and give this form to those you have asked to write letters of recommendation for your application. Please remind each person your submission deadline is March 1, so you will need this back before then.

Name of Applicant: _____

Address: _____

Phone: _____ **Email:** _____

Directions to the Reviewer: Place a mark in the appropriate space below. Standards used in ranking items 1-12 below: **1= Outstanding**, top 5%; **2= Excellent**, next 10% upper 15%; **3= Good**, next 20% upper 35%; **4= Average**, middle 30%; **5= Reservations**, next 30% lower 35%; **6= Poor**, lowery 5%; **7= No basis for judgement**.

FACTORS- To what extent does the applicant:	1	2	3	4	5	6	7
1. Technical Knowledge/Skills: maintain a satisfactory level of knowledge/technical skills?							
2. Quality of Work: meet required standards i.e. accuracy, neatness, and thoroughness?							
3. Productivity: accomplish the quantity of work expected of the job assignment?							
4. Oral Communication Skills: adequately maintain and prepare oral presentations?							
5. Written Communication Skills: adequately maintain and prepare written reports, correspondence, and assignments?							
6. Dependability: perform work without close supervision or assistance?							
7. Initiative: adapt to changing situations, available to provide technical assistance, contribute to the process that would enhance any operation?							
8. Attendance: maintain satisfactory attendance in regard to tardiness, early departures, and/or absences?							
9. Relation with Others: exhibit a professional and cooperative attitude towards others?							
10. Perseverance: stamina, endurance							
11. Self-Confidence: assuredness, capacity to achieve							
12. Intellectual Ability: academic performance, gpa							

Evaluator: _____ **Position/Title:** _____

Signature: _____ **Date:** _____

PLEASE ATTACH A LETTER OF RECOMMENDATION TO THIS SCORE SHEET AND RETURN BOTH TO THE APPLICANT BEFORE THE MARCH 1ST DEADLINE.