

CITY OF ATLANTA
Personnel Evaluation Report

JAMES B. CULP

Name of employee to be rated

For promotion to PLANNER II
(MAYORS OFFICE)

Section I – Performance on present job

1. Attendance

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|--|-----------------------------------|------------------------------------|-------------------------|-------------------------------|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Frequently tardy or absent without good cause. | Tardy or absent more than others. | Tardy or absent no more than most. | Seldom tardy or absent. | Almost never tardy or absent. |

2. Quality of work Consider neatness, accuracy and general quality of his work. How much follow-up is needed.

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|--|---------------------------------|--------------------------|-------------------------------|----------------------|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Below minimum standards. Requires close check. | Barely meets minimum standards. | Above minimum standards. | Well above minimum standards. | Among the very best. |

3. Quantity of work Consider speed and general efficiency of his work.

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|---------------------|------------------------------|---------------------------|---------------------------------------|--------------------------------|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Low volume of work. | Somewhat slower than others. | Rapid, productive worker. | Well above the average in production. | Among the very best producers. |

4. Reliability Consider the amount of supervision that is required. Does he do what he says he will do?

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|-----------------------------|-----------------------------|---|------------------------------|--------------------------|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Needs constant supervision. | Requires close supervision. | Less than average supervision required. | Little supervision required. | No supervision required. |

5. Attitude toward work Consider the attitude with which he approaches his work, the interest and enthusiasm shown.

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|--------------------------------------|----------------------------------|-------------------------------------|----------------------------|-----------------------|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Appears to have no interest in work. | Takes some interest in the work. | More than average interest in work. | High interest in the work. | Absorbed in the work. |

Section II – Promotional Potential – In this rating section keep in mind the demands of the position to which the man would be promoted. An employee may be above average to outstanding in his present position but lack potential for promotion.

1. Initiative Consider his ability to act on his own responsibility in the absence of instructions. Can he start needed work and can he react to deviations from routine?

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|-----------------|----------------------------|---------------------------------------|---------------------------------|--|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Must be pushed. | Relies on others too much. | Will act independently in most cases. | Assumes leadership when needed. | Very alert. Has introduced better methods. |

2. Aptitude and ability to learn Consider how quickly he learns new work, retains what he has learned, and the ease with which he follows instruction.

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|---------------------|---|--|---------------------------|--|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Very slow to learn. | Requires too much instruction. Learns slowly. | Learns quickly with minimum instruction. | Unusually quick to learn. | Among the very best in learning ability. |

3. Judgment Does he have the ability to think and act calmly, logically, and rapidly under all conditions.

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|-----------------------|-----------------------|------------------------------------|---------------------------|---------------------------------------|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Poor sense of values. | Jumps to conclusions. | Judgment dependable in most cases. | Unusually sound judgment. | Does the correct thing almost always. |

4. Personal Qualities Consider emotional stability, temperament, personal appearance, and habits.

| Unsatisfactory | Needs to improve | Satisfactory | Very good | Superior |
|----------------|---|---|-------------------------------------|---|
| 0 | 1 2 | 5 | 8 9 | 10 |
| Unstable. | Some personal weaknesses of significance. | Well adjusted, stable, makes good impression. | Unusually well adjusted and stable. | Well liked; makes outstanding impression. |

5. **Supervisory ability** Consider ability to get others to cooperate and produce; ability to plan and assign; and to train and lead.

| Unsatisfactory | Needs to improve | | Satisfactory | Very good | Superior |
|-----------------|---------------------|---|-----------------------------|----------------------|--------------------------------|
| 0 | 1 | 2 | 5 | 8 9 | 10 |
| Generally weak. | Weak in some areas. | | Shows reasonable potential. | Unusually competent. | Highly competent in all areas. |

6. **Training and education** Consider general educational level, special schooling or course work, and self training he has done.

| Unsatisfactory | Needs to improve | | Satisfactory | Very good | Superior |
|-----------------|---------------------------------|---|------------------------------|-------------------------|---------------------------|
| 0 | 1 | 2 | 5 | 8 9 | 10 |
| Poorly trained. | Limited education and training. | | More than adequate schooling | Unusually well trained. | Among the best qualified. |

7. **Experience** Consider the length, variety, quality and appropriateness of the man's work experience.

| Unsatisfactory | Needs to improve | | Satisfactory | Very good | Superior |
|-------------------|--------------------------------------|---|--------------------------------|---------------------------------|-----------------------------|
| 0 | 1 | 2 | 5 | 8 9 | 10 |
| Lacks experience. | Needs more experience in some areas. | | More than adequate experience. | Very experienced in most areas. | Among the most experienced. |

Based on the factors which you have evaluated above and on others not necessarily covered by this form, give your estimate of the individuals chances for success in the position for which he has applied.

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unlikely | Fair | Good | Very Good | Excellent |

Do you recommend that this employee be promoted to the position he seeks?

() Highly recommend () Recommend with Confidence () Recommend () Do not recommend.

Remarks:

Signature of Rater _____

Title _____

Date _____