

Upward Mobility Program

Supervisor's Evaluation of Employee in Training

U.S. Department of Housing
and Urban Development
Office of Administration

| | |
|------------------|---|
| Training Program | Reporting Period From: _____ To: _____ |
| Name of Trainee | Job Title/Grade |
| Location | Office |

Instructions for the Rater: Place an "x" in the box under the item which most clearly describes the appropriate trait. Use the space for "comments" if any explanation is desired.

1. Effectiveness of Training (The trainee's ability to perform productive work)

| | | | | |
|---|--|---|--|--|
| Definitely below average, some major defects present. <input type="checkbox"/> | Generally below average in most aspects. <input type="checkbox"/> | Satisfactory, meets normal standards. <input type="checkbox"/> | Generally above average in most aspects. <input type="checkbox"/> | Outstanding, clearly above expectations. <input type="checkbox"/> |
| Comments: | | | | |

2. Supervision (Amount needed, and evidence of initiative and resourcefulness)

| | | | | |
|---|---|--|--|--|
| Very close supervision, a routine, unimaginative worker <input type="checkbox"/> | Fairly close supervision, limited initiative. <input type="checkbox"/> | Moderate supervision, adequate initiative. <input type="checkbox"/> | Only general supervision, able to proceed on own initiative. <input type="checkbox"/> | Only initial direction, highly resourceful, a "Go-Getter". <input type="checkbox"/> |
| Comments: | | | | |

3. Judgement (Consider ability to think clearly and develop correct and logical conclusions)

| | | | | |
|--|---|--|---|---|
| Poor judgement, careless, conclusions not sound. <input type="checkbox"/> | Weak judgement, overlooks or misinterprets facts, limited grasp of situation. <input type="checkbox"/> | Usually sound, good grasp of all major factors involved. <input type="checkbox"/> | Very sound, good grasp of all major factors involved. <input type="checkbox"/> | Exceptionally logical and sound, excellent grasp of entire situation. <input type="checkbox"/> |
| Comments: | | | | |

4. Communications (Consider ability to communicate clearly and note any deficiencies in written or oral expression)

| | | | | |
|---|---|---|---|---|
| Poor, hard to follow, major defects involved. <input type="checkbox"/> | Fair, but definitely needs improvement. <input type="checkbox"/> | Generally satisfactory. <input type="checkbox"/> | Very good, communicates ideas well. <input type="checkbox"/> | Outstanding, exceptionally effective. <input type="checkbox"/> |
| Comments: | | | | |

5. Cooperation (Consider ability and willingness to work in harmony with and for others)

| | | | | |
|--|---|--|---|--|
| Generally not cooperative, tends to create friction or antagonism. <input type="checkbox"/> | Passive or indifferent to others, works better alone. <input type="checkbox"/> | Adjusts easily to the group, satisfactory team worker. <input type="checkbox"/> | Very good in group relations, contributes to harmony, cooperates with supervisor. <input type="checkbox"/> | Outstanding in group relations, very cooperative with supervisor and others, promotes harmony. <input type="checkbox"/> |
| Comments: | | | | |

6. Self-Improvement (Consider willingness and interest in increasing knowledge, both on and off the job)

| | | | | |
|---|---|--|---|--|
| Shirks classes with inadequate excuses, disinterested in opportunities for improvement. <input type="checkbox"/> | Participates in scheduled classes, contributes little to discussions. <input type="checkbox"/> | Participates in office training sessions and does some outside study relating to work. <input type="checkbox"/> | Active in training classes, takes advantage of outside training sessions. <input type="checkbox"/> | Actively participates, improves educational background by outside studies. <input type="checkbox"/> |
| Comments: | | | | |

| Character or Trait | Unobserved | Poor (considerably below average) | Satisfactory (meets normal standards) | Above Average (generally exceeds required standards) | Excellent (clearly exceeds required standards, sets an example) |
|--|------------|-----------------------------------|---------------------------------------|--|---|
| Keeness of observation | | | | | |
| Enthusiasm | | | | | |
| Interest in work assignments | | | | | |
| Reaction to authority and supervision | | | | | |
| Dependability | | | | | |
| Acceptance of responsibility | | | | | |
| Ability to learn new work | | | | | |
| Ability to undertake and follow instructions | | | | | |
| Work under pressure | | | | | |
| Confidence in work | | | | | |
| Manner and bearing | | | | | |
| Ability to make contacts and negotiate | | | | | |
| General capacity and ability | | | | | |

Potential (Consider capacity to handle jobs of increasing scope and greater responsibility, ability to learn rapidly, personality, initiative, getting cooperation of others, and leadership ability, etc.)

| | | | | |
|---|--|---|--|---|
| Definitely limited. <input type="checkbox"/> | Probably limited to journeyman work moderate rate. <input type="checkbox"/> | Demonstrates promise for further growth at moderate rate. <input type="checkbox"/> | Very promising material, should develop into professional positions. <input type="checkbox"/> | Capable of increased responsibility and rapid development into professional positions . <input type="checkbox"/> |
|---|--|---|--|---|

Comments:

General Observation (Note any factors that have not been reflected in the above; or which would be of assistance in determining needs, evaluating and improving the training or the trainee.)

Final Trainee Evaluation - Program Completion Certification.

Trainee has successfully completed all training and/or education prescribed in the Individual Development Plan and is qualified for advancement to the target position.

Yes No

Complete this block only if applicable

Recommendation

Promote Do not Promote

This evaluation has been discussed with the trainee

Yes No

Signature (Immediate Supervisor)

Date

Reviewed by (signature)

Date