

11/2010

Name: _____
School: _____
Year: _____

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2
EVALUATION OF
COOK'S HELPER

- | | | | |
|--|-----|-----|-------|
| 1. Quality of work -- thorough, neat and efficient. | 1__ | 2__ | N/A__ |
| 2. Quantity of work completed. | 1__ | 2__ | N/A__ |
| 3. Displays initiative in work, starts job without being told. | 1__ | 2__ | N/A__ |
| 4. Accepts responsibility -- follows directions, keeps on the job without close supervision. | 1__ | 2__ | N/A__ |
| 5. Job skills -- knowledge of preparation methods and equipment. | 1__ | 2__ | N/A__ |
| 6. Work habits -- organization of work. | 1__ | 2__ | N/A__ |
| 7. Promptness in reporting to work. | 1__ | 2__ | N/A__ |
| 8. Regularity in reporting to work. | 1__ | 2__ | N/A__ |
| 9. Attitude, interest in work; accepts suggestions. | 1__ | 2__ | N/A__ |
| 10. Relationship with other employees, students and/or adults -- tact, courtesy, cooperation, and communication. | 1__ | 2__ | N/A__ |
| 11. Conduct -- honesty, integrity, good judgment. | 1__ | 2__ | N/A__ |
| 12. Personal cleanliness -- clean, neat appearance, hair appropriately secured. | 1__ | 2__ | N/A__ |

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Cook's Helper

Signature of Supervisor