

Safety	Consider the attitude toward personal safety as well as that of co-workers and citizens.				
Has a poor safety record. Often violate safety rules. Has to be constantly reminded to wear personal protective equipment and use appropriate safety devices.	Has a fair safety record. Does not always follow safety rules. Sometimes uses personal protective equipment and appropriate safety devices without being reminded.	Has an acceptable safety record. Usually observes safety rules and is rarely careless. Usually wears personal protective equipment and uses appropriate safety devices.	Has a good safety record. Alert in observing safety rules. Commonly wears personal protective equipment and uses appropriate safety devices.	Extremely conscious of safety. Exceptional safety record and is extremely alert in observing all safety rules. Always wears personal protective equipment and uses appropriate safety devices.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Comments:					<input type="checkbox"/> N/A
Communication	Consider the ability to effectively communicate, both verbal and written, with employees and superiors.				
Excessive and repetitive errors in written reports. Poor verbal communication skills.	Written reports often need thorough inspection. Frequent errors. Sometimes unable to express subject matter clearly.	Written reports meet set standards with normal errors. Reasonably clear in expression.	Above set standards. Errors are infrequent. Messages are mostly clear and easily understood.	Expresses self clearly and effectively on all subjects. Uses appropriate language for any situation.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Comments:					<input type="checkbox"/> N/A
Leadership	Consider the ability to command and guide others in the accomplishment of their duties and tasks; actively influences events and originates actions rather than passively accepting.				
Fails to earn the respect and cooperation of employees. Fails to adequately lead the employees.	Lacks aggressiveness in leading employees. Not held in high regard and lacks leadership qualities.	Adequately supplies leadership and usually gains the respect of employees. Usually looked to for leadership.	Effectively leads employees. Aggressive and provides leadership in most situations.	Very aggressive in leading employees. Obtains cooperation of employees in all situations. Gains utmost respect from employees and leads by example.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Comments:					<input type="checkbox"/> N/A
Dependability	Consider the ability to perform duties while maintaining a high level of productivity in a reliable and consistent manner with little direct supervision.				
Requires constant supervision. Lacks follow-through. Cannot be depended upon. Does not follow instructions.	Requires more than normal supervision. Is easily distracted. Seldom follows instructions.	Requires normal supervision. Generally dependable and follows instructions.	Requires minimal supervision. Good follow-through and follows instructions.	Requires little or no supervision. Can always be depended upon. Follows instructions with great accuracy.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Comments:					<input type="checkbox"/> N/A