

MONTHLY INMATE EVALUATION TIME CREDIT REPORT

NAME _____ DOC# _____ FACILITY _____
 EVALUATION PERIOD _____ ASSIGNMENT _____
 PAY PERIOD _____ TASK _____

1. ATTENDANCE

____ 0 Absent more than 3 days
 ____ 2 Absent 2-3 days
 ____ 4 Absent 1 day
 ____ 6 No absences

2. OBSERVANCE OF SAFETY RULES

____ 0 Unacceptable
 ____ 1 Observes rules when watched
 ____ 2 Observes rules most of the time
 ____ 4 Observes rules at all times
 ____ 5 Helps promote safety

condition

3. INITIATIVE AND SKILL DEVELOPMENT

____ 0 Unacceptable
 ____ 1 Marginal
 ____ 3 Fair
 ____ 5 Good—Upper 50%
 ____ 7 Seeks responsibility, self starter

4. QUALITY OF WORK

____ 0 Unacceptable
 ____ 1 Marginal
 ____ 3 Fair
 ____ 5 Good—Upper 50%
 ____ 8 Very low errors—Top 20%

5. CARE OF WORKING AREA

____ 0 Unacceptable
 ____ 1 Needs reminding
 ____ 2 Fair
 ____ 3 Average/Sustains acceptable level
 ____ 5 Maintains area neat and clean

6. CARE OF EQUIPMENT, MATERIALS, STOCK

____ 0 Unacceptable
 ____ 1 Marginal
 ____ 2 Fair
 ____ 3 Careful, minimal losses-Upper 50%
 ____ 5 No losses, keeps in proper

7. QUANTITY OF WORK

____ 0 Unacceptable
 ____ 2 Marginal
 ____ 4 Fair
 ____ 6 Good—Upper 50%
 ____ 8 Exceptional—Top 20%

8. ATTITUDE TOWARD PEERS AND SUPERVISOR

____ 0 Unacceptable
 ____ 1 Marginally cooperative
 ____ 3 Generally cooperative
 ____ 4 Usually cooperative
 ____ 6 Full cooperation/promotes harmony

TOTAL POINTS _____ (See reverse side for interpretation)

COMMENTS _____

MONTH/YEAR COVERED _____ TOTALCREDIT _____

Signature of person preparing evaluation

Inmate Signature

Signature of person reviewing evaluation

**INSTRUCTIONS FOR INTERPRETATION OF
MONTHLY EVALUATION REPORT**

<u>EVALUATION POINT</u>		<u>DESCRIPTION OF WORK PERFORMANCE</u>
45-50	<u>OUTSTANDING</u>	The rating is reserved only for those inmates who display considerable initiative and motivation. The inmate will have to demonstrate exceptionally high work habits. It must be consistently high and not consist of high and low performance.
39-44	<u>EXCELLENT</u>	This worker is above average in all work habits with only minor errors and rarely performs below expectations in any evaluation area. The inmate is performing at a level that is exceptional.
24-38	<u>GOOD</u>	Applies to a worker who performs in a satisfactory manner and completes tasks as required. The inmate, on occasion, performs above or below expectations, but for the most part performs work within the allotted time without complaining. The inmate is doing what is expected.
15-23	<u>FAIR</u>	The fair worker may perform satisfactorily for some periods of time, but performance is marked by obviously deficient and weak areas. There is noticeable room for improvement.
0-14	<u>POOR</u>	This worker's performance simply falls below expected standards. The inmate may perform some job requirements in a satisfactory manner. However, problem areas are so obvious that it makes overall performance unacceptable. Demands upon the supervisor's time may be unreasonable and willingness to carry share of the workload is lacking.

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