

**MONTHLY OFFENDER 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

5. CARE OF WORKING AREA
- \_\_\_ 0 Unacceptable
  - \_\_\_ 1 Needs reminding
  - \_\_\_ 2 Fair
  - \_\_\_ 3 Average/Sustains acceptable level
  - \_\_\_ 5 Maintains area neat and clean

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

6. CARE OF EQUIPMENT, MATERIALS, STOCK
- \_\_\_ 0 Unacceptable
  - \_\_\_ 1 Marginal
  - \_\_\_ 2 Fair
  - \_\_\_ 3 Careful, minimal losses-Upper 50%
  - \_\_\_ 5 No losses, keeps in proper

3. INITIATIVE AND SKILL DEVELOPMENT
- \_\_\_ 0 Unacceptable
  - \_\_\_ 1 Marginal
  - \_\_\_ 3 Fair
  - \_\_\_ 5 Good—Upper 50%
  - \_\_\_ 7 Seeks responsibility, self starter

7. QUANTITY OF WORK
- \_\_\_ 0 Unacceptable
  - \_\_\_ 2 Marginal
  - \_\_\_ 4 Fair
  - \_\_\_ 6 Good—Upper 50%
  - \_\_\_ 8 Exceptional—Top 20%

4. QUALITY OF WORK
- \_\_\_ 0 Unacceptable
  - \_\_\_ 1 Marginal
  - \_\_\_ 3 Fair
  - \_\_\_ 5 Good—Upper 50%
  - \_\_\_ 8 Very low errors—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 \_\_\_\_\_ TOTAL CREDIT \_\_\_\_\_


\_\_\_\_\_  
 Signature of person preparing evaluation

\_\_\_\_\_  
 Offender 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 offenders who display considerable initiative and motivation. The offender 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 offender 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 offender, on occasion, performs above or below expectations, but for the most part performs work within the allotted time without complaining. The offender is doing what is expected.
14-23	<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 offender 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.