

Assessing employee performance

Examples of key areas in job*	Outstanding	Very good	Good	Fair	Unsatisfactory
Judgement					
Oral ability					
Written ability					
Numerical ability					
Technical ability					
Relations with colleagues					
Relations with public					
Management of staff					
Management of resources					
Acceptance of responsibility					
Drive and determination					
Reaction to pressure					
Overall performance					

*not all these aspects will be contained in every job