

# Elevator Operator Evaluation Form

Employee Name _____	Department _____	Period Covered _____
Evaluated by _____	Date Completed _____	Date Reviewed with Employee _____

	Weight <small>Total must equal 100%</small>	Rating <small>Use 1 through 5</small>	Score <small>Weight x Rating</small>
<p><b>Grain Handling</b></p> <p>Handles incoming, binned, and outgoing grain.</p> <p>Maintains grain quality.</p> <p>Blends grains.</p> <p>Provides grain drying services.</p> <p>Comments:</p>			
<p><b>Pricing</b></p> <p>Maintains accurate pricing.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Elevator Operator Evaluation Form, Page 2**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Safety and Maintenance</b></p> <p>Follows safety regulations and maintains equipment and facilities.</p> <p>Comments:</p>			
<p><b>Service</b></p> <p>Provides customer service that results in greater sales.</p> <p>Comments:</p>			
<p><b>Job Knowledge</b></p> <p>Understands the requirements of the job.</p> <p>Comments:</p>			
<p><b>Quality of Work</b></p> <p>Work is accurate and neat.</p> <p>Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Elevator Operator Evaluation Form, Page 3**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Quantity of Work</b></p> <p>Consistently performs an adequate amount of satisfactory work.                      Comments:</p>			
<p><b>Cooperation</b></p> <p>Works well and effectively with co-workers and supervisors.                      Supports company policies and goals.                      Comments:</p>			
<p><b>Initiative</b></p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks.                      Comments:</p>			
<p><b>Attendance and Dependability</b></p> <p>Can be relied upon to report to work and stay on the job.                      Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Elevator Operator Evaluation Form, Page 4**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Problem Solving</b></p> <p>Handles on the job problems.                      Comments:</p>			
<p><b>Other Duties</b></p> <p>Upholds cooperative policies.                      Performs other duties as assigned by management.                      Enforces and upholds the cooperative's credit policy.                      Comments:</p>			
<p><b>Total Score =</b></p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Elevator Operator Evaluation Form, Page 5**

<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
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**Overall Merit Rating**

- 451 - 500 - Outstanding
- 351 - 450 - Exceeds Standards
- 251 - 350 - Met Standards
- 151 - 250 - Below Standards
- 100 - 150 - Unacceptable

Signature of Manager/Supervisor \_\_\_\_\_ Date\_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date\_\_\_\_\_

**Rating System**

**5** - Outstanding    **4.5 to 4** - Above standards    **3.5 to 3** - Met standards    **2.5 to 2** - Below standards    **1** - Unacceptable