

MONTHLY INMATE EVALUATION

NAME: _____

ODOC#: _____ FACILITY: _____

WORK ASSIGNMENT: _____ EVALUATION DATE: _____

1. ATTENDANCE

0 5 or more absences
 5 3-5 absences
 10 2 or fewer absences

2. OBSERVANCE OF RULES

0 Never/rarely observes rules.
 5 Observes rules some of the time.
 10 Observes rules at all times.

3. QUALITY OF WORK

0 Unacceptable
 5 Good
 10 Outstanding

4. CARE OF WORK AREA AND EQUIPMENT AS ASSIGNED

0 Unacceptable
 5 Good
 10 Outstanding

5. ATTITUDE TOWARDS PEERS AND STAFF

0 Unacceptable
 5 Generally cooperative
 10 Fully cooperative

TOTAL POINTS: _____

COMMENTS: _____

Signature of person completing evaluation

Inmate Signature

INSTRUCTIONS FOR INTERPRETATION OF MONTHLY INMATE EVALUATION

EVALUATION POINT	RATING	DESCRIPTION OF PERFORMANCE
0-10	POOR	This worker's performance simply falls below expected standards. The inmate may perform some job requirements in a satisfactory manner. However, problem areas make the overall performance unacceptable. Demands upon the supervisor's time may be unreasonable and the inmate's willingness to carry their share of the workload is lacking.
11-20	FAIR	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
21-30	GOOD	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.
31-40	EXCELLENT	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.
41-50	OUTSTANDING	This rating is reserved only for those inmates who display considerable initiative and motivation. The inmate will have to demonstrate exceptionally high work habits. Their performance must be consistently high.