

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.