MONTHLY INMATE EVALUATION AND TIME CREDIT REPORT

NAME_____ ODOC#_____ 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

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

3. INITIATIVE AND SKILL DEVELOPMENT
___ 0 Unacceptable
___ 1 Marginal
___ 3 Fair
___ 5 Good—upper 50%
___ 7 Seeks responsibility, self starter

4. QUALITY OF WORK
___ 0 Unacceptable
___ 1 Marginal
___ 3 Fair
___ 5 Good—upper 50%
___ 8 Very low errors—Top 20%

5. CARE OF WORKING AREA
___ 0 Unacceptable
___ 1 Needs reminding
___ 2 Fair
___ 3 Average/sustains acceptable level
___ 5 Maintains area neat and clean

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

7. QUANTITY OF WORK
___ 0 Unacceptable
___ 2 Marginal
___ 4 Fair
___ 6 Good—upper 50%
___ 8 Exceptional—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_____ TOTALCREDIT_____

_____ _____
Signature of person preparing evaluation Inmate Signature

_____ _____
Signature of person reviewing evaluation

INSTRUCTIONS FOR INTERPRETATION OF MONTHLY EVALUATION REPORT

EVALUATION POINT		DESCRIPTION OF WORK PERFORMANCE
45-50	OUTSTANDING	The rating is reserved only for those inmates who display considerable initiative and motivation. The inmate will have to demonstrate exceptionally high work habits. It must be consistently high and not consist of high and low performance.
39-44	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.
24-38	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.
15-23	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.
0-14	POOR	This worker's performance simply falls below expected standards. The inmate 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.

(R 03/22)