



WOODS HOLE OCEANOGRAPHIC INSTITUTION

CASUAL/RELIEF MARINE EMPLOYEE DEVELOPMENT AND EVALUATION FORM

NAME _____ R/V _____
 POSITION _____ MASTER _____
 DATE _____ EVALUATION PERIOD FROM _____ TO _____

Were performance expectations reviewed with the employee at the start of the appraisal period? _____
 Was employee given periodic performance feedback during this period? _____

This section is designed to assist in measuring an employee's actual job performance against the standards of the assignment, rather than against the performance of others who have done or are doing similar work. N Is for No Opportunity to Observe, #1 Unsatisfactory, #2 Needs Improvement, #3 Generally meets the requirements, #4 Generally exceeds requirements, #5 Exceptional. Start with #3 and then decide if the performance can support a move to the right or left. This review is conducted by the supervisor, with oversight and assistance as necessary, by the Master. Temporary employees should be evaluated EACH time either the Master or Individual rotates off the vessel.

GENERAL/ALL

DEMONSTRATES SAFETY CONSCIOUSNESS	N	1	2	3	4	5
COMMITTS TO TEAMWORK	N	1	2	3	4	5
ACTS QUICKLY IN EMERGENCIES	N	1	2	3	4	5
COOPERATES WITH SCIENTIFIC PERSONNEL	N	1	2	3	4	5
ASSUMES RESPONSIBILITY WILLINGLY	N	1	2	3	4	5
DISPLAYS POSITIVE ATTITUDE	N	1	2	3	4	5
ACCEPTS CONSTRUCTIVE FEEDBACK	N	1	2	3	4	5
DEMONSTRATES WATCHSTANDING SKILLS	N	1	2	3	4	5
DEMONSTRATES ATTENTION TO COST CONTROL AND INVENTORY	N	1	2	3	4	5

LICENSED OFFICERS AND DEPARTMENT HEADS

EXHIBITS LEADERSHIP SKILLS	N	1	2	3	4	5
COMMUNICATES EFFECTIVELY	N	1	2	3	4	5
PLANS WORK EFFICIENTLY	N	1	2	3	4	5

COMMENTS

Recommend/Not Recommended for Rehire (circle one)

Department Head _____
 Employee _____
 Master _____
 Print name and Sign

Date _____
 Date _____
 Date _____