







Employee information

Employee name _____ Department _____ Position _____
 Quarter/year ___ / _____ Evaluation date _____ Emotional tenor of meeting _____

ACCUSE ratings

Rate the employee's performance on all six factors of the ACCUSE system (Action-orientation, Communication, Company loyalty, Usefulness, Steadfastness, Expertise). Circle the appropriate rating in each category:

	Substandard	Unremarkable	Exceeds standard	Superior
 Action-orientation	Sits there like a lump	Follows orders; can dress self	First in to work, last out	Does your job too
 Communication	"Are you sure you sent me that memo? It may have gone into my spam folder. Can you send it again?"	"Yeah, okay."	"I noticed one supplier had updated its prices, so I went ahead and revised the requisition and put it in your folder."	"The CEO liked my memo, so I told him you wrote it."
 Company loyalty	Browses job sites, prints resume while at work	Holds company stock; wears company T-shirt unironically	Brings extra refreshments to parties/picnics; picks up your dry cleaning	Buys presents for executives, says they're from you
 Usefulness	Fifth wheel, appendix, Electoral College, US car company	Hammer, thinks all problems are nails	Utility infielder, Swiss Army knife	Does your job too
 Steadfastness	Benedict Arnold	John Q. Public	Horatio at the Bridge, Spartans at Thermopylae	Face-hugger from <i>Alien</i>
 Expertise	Duller than a block of soft tofu	Can be left unsupervised for minutes, even hours	Geek knowledge, Mozartean virtuosity, animal cunning	Does your job better than you

Supplementary

If this employee is doing your job, describe your strategy to keep the employee from replacing you:

For office use only

Supervisor's name _____

Likelihood (%) ratings were influenced by employee: _____

Degree: trifling substantial utter

Evidence: nervous sweat unusual bruises

sudden, mysterious riches blood relative voodoo doll