

# Job Task Assessment Form Sample

## For Manufacturing Jobs

This **job task assessment form sample** is designed specifically for manufacturing jobs, helping employers evaluate worker competencies efficiently. It outlines key tasks and performance criteria to ensure safety and productivity. Using this form streamlines the assessment process and promotes consistent job performance standards.

### Employee Information

Employee Name:	
Job Title:	
Department:	
Assessment Date:	
Assessor's Name:	

### Job Task Assessment

Task/Responsibility	Performance Criteria	Rating (1-5)	Comments
Operate production machinery	Follows standard procedures, adheres to safety protocols		
Perform quality inspections	Detects defects accurately, completes required documentation		
Assemble products/components	Meets assembly standards, maintains efficiency		
Maintain clean and organized work area	Adheres to 5S principles, ensures safe work environment		
Report equipment malfunctions	Identifies and reports issues promptly		

### Rating Scale

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Outstanding

### Assessor's Summary & Recommendations

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Assessor's Signature:	Date: