

Supervisors are required to discuss the performance of the named employee using each factor shown below. Please keep the evaluation in essay form describing and detailing the employee's overall performance.

Progress made toward establishing goals and objectives.

Significant accomplishments performed in job

Areas where employee needs to improve:

Future goals and objectives employee has agreed to accomplish:

General comments:

Overall Performance Appraisal

(Select appropriate box)

○	○	○	○	○	○	○	○	○	○
Outstanding in all subjects	Approaches best possible attainment	Considerable above normal expectations	Above normal expectations	Satisfactory	Minimally satisfactory	Below expectations but making improvement & progress	Clearly below reasonable expectations	Attempts at improvement unsuccessful	Inadequate

Employee: My signature does not necessarily indicate agreement or disagreement.* Any concern/appeal by me must be made in writing to the Human Resources Director within five working days from the date this evaluation was given to me.

I concur I Do Not Concur* (See Comment Above)

Employee

Date

Evaluator: I certify this evaluation represents my overall judgment and has been discussed with employee.

Employee

Date

Additional Comments (optional)

Original Copy to Personnel Office