

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

(Check appropriate box)

Outstanding in all subjects	Approach es best possible attainment	Consider-ably above normal expecta-tions	Above normal expecta-tions	Satisfac-tory	Minimally satisfac-tory	Below expec-tations but making improvement & progress	Clearly below reason-able expecta-tions	Attempts at improvement unsuccessful	Inade-quate

Employee: My signature does not necessarily indicate agreement or disagreement.* Any concern/appeal by me must be made in writing to the Personnel 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 the employee.

Evaluator

Date

Additional comments can be made on back page

Original Copy to Personnel Office

Additional comments (optional)