

INDICATORS ONE THROUGH FOURTEEN MUST BE COMPLETED FOR ALL EVALUATIONS

4. Planning, Organization and Follow Through

Rating:

Demonstrates good judgment in planning, organizing, and completing work and makes sound decisions.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Plans, organizes and completes work.	Meets the requirements of the job.	Insufficiently plans, is disorganized and completion of work is inconsistent.	Fails to plan, to organize and to complete work as required.

Remarks

5. Judgment, Decision Making and Dependability

Rating:

Ability to make sound decisions. Recognizes unusual circumstances and responds appropriately. Works well without close supervision. Follows directions.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Takes initiative to				

Remarks

Rating:

Remarks

THE FOLLOWING AREAS ARE OPTIONAL OR RELATED TO SUPERVISORS/MANAGER

15. Leadership / Supervision

Rating:

Effectively assigns and delegates work in a manner that promotes productive and quality work; motivates others to realize their potential; oversees systems/operations effectively.

Not Applicable:

A. Reporting Supervisor / Manager

Name, Work Address	Job Code Number and Title	Date of Report
		Signature

B. Employee's Statement

<input type="checkbox"/> I agree with this report <input type="checkbox"/> I do not agree with this report: Sect _____ No _____ <input type="checkbox"/> I have Attached a rebuttal <input type="checkbox"/> I request a conference with the reviewer	Conference Date
	Signature certifies I have read the report <input type="checkbox"/>

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