

seeks out new assignments and expands capabilities, personally and professionally.	4	_____
	3	_____
	2	_____
	1	_____
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and observes good house-keeping practices.	5	_____
	4	_____
	3	_____
	2	_____
	1	_____
10. Interpersonal Relationships – The willingness and demonstrated ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	5	_____
	4	_____
	3	_____
	2	_____
	1	_____
11. Behavior Pattern - The stability, courtesy, personal appearance and judgment demonstrated on the job.	5	_____
	4	_____
	3	_____
	2	_____
	1	_____

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review: _____

2. Specific areas of improvement needed: _____

3. Recommendations for professional development (seminars, training, schooling, etc.): _____

4. Rate employee's overall performance in comparison to position duties and responsibilities: _____ Overall Rating

Discussed with individual on ____/____/____ Employee's Signature* _____

Follow-up Date, if required ____/____/____

Supervisor Signature _____ Date _____

2nd Tier Supervisor Signature _____ Date _____

* *Employee signature is require to acknowledge meeting. If employee disagrees with appraisal they may attach appropriate comments.*