

B. Personal Performance

Performance	Excel- lent	Good	Fair	Weak	Improv -ing	No Change	N/A
1. Organizes work effectively.							
2. Provides adequate follow up to scheduled tasks and projects.							
3. Works with minimal supervision.							
4. Assumes responsibility for own work.							
5. Works quickly and accurately.							
6. Accepts direction and helpful criticism.							
7. Completes work effectively.							
8. Manages time efficiently.							
9. Performs well under pressure.							
10. Shows appropriate sense of urgency.							
11. Meets schedule deadlines.							
12. Establishes valid priorities.							
13. Works well with colleagues.							
14. Shows initiative and resourcefulness.							
15. Works beyond minimum task requirements.							
16. Demonstrates ability and willingness to assume greater responsibility.							

Comments:

E. Job Satisfaction

1. Tasks or activities that gave most satisfaction:

2. Task or activities that gave least satisfaction:

F. Career Objectives

What are your short-term and long-range career objectives?

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____