

GENERAL APPRAISAL OF EMPLOYEE PERFORMANCE	TO BE COMPLETED BY EMPLOYEE			TO BE COMPLETED BY SUPERVISOR			
* Differences between ratings by employee and by supervisor must be discussed.	Exceeds Expectations	Meets Expectations	Needs Improvement	Exceeds Expectations	Meets Expectations	Needs Improvement	Insufficient Opportunity to Observe
1. JOB KNOWLEDGE: Knowledge of duties and responsibilities as required for current job or position.							
2. PRODUCTIVITY: Amount of work generated and completed successfully as compared to amount of work expected for this job or position.							
3. QUALITY: Correctness, completeness, accuracy and economy of work - overall quality.							
4. INITIATIVE: Self-motivation - amount of work required - seeks improved methods and techniques - consistency in trying to do better.							
5. USE OF TIME: Uses available time wisely - is punctual reporting to work -absenteeism - accomplishes required work on or ahead of schedule.							
6. PLANNING: Sets realistic objectives - anticipates and prepares for future requirements - establishes logical priorities.							
7. FOLLOW-UP: Maintains control of workloads - allocates resources economically - insures that assignments are completed accurately and timely.							
8. HUMAN RELATIONS: Establishes and maintains cordial work climate - promotes harmony and enthusiasm displays sincere interest in assisting other employees.							