

Fill the circle that best corresponds with each statement.

			(1) Unsatisfactory	(2) Needs Improvement	(3) Satisfactory	(4) Above Average	(5) Outstanding
1	QUALITY OF WORK	Accurate and thorough in job duties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	JOB KNOWLEDGE	Understands procedures required in job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	QUANTITY OF WORK	Amount of work assignments completed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	USE OF TIME	Effective and efficient use of time to accomplish work tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	PERSEVERENCE	Determination to complete responsibilities of position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	JOB JUDGMENT	Exercises sound judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	ADAPTABILITY	Ability to alter activities, plans, etc., to accommodate change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	INITIATIVE	Ability to initiate work with minimum supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	INTERPERSONAL RELATIONS	Effectiveness in working with supervisors and peers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	DEPENDABILITY	Reliable in performing work with minimum supervision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	ATTENDANCE	Reports to work regularly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	PUNCTUALITY	Reports to work on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Areas in need of improvement (if any):
