

CURRENT EMPLOYMENT STATUS:

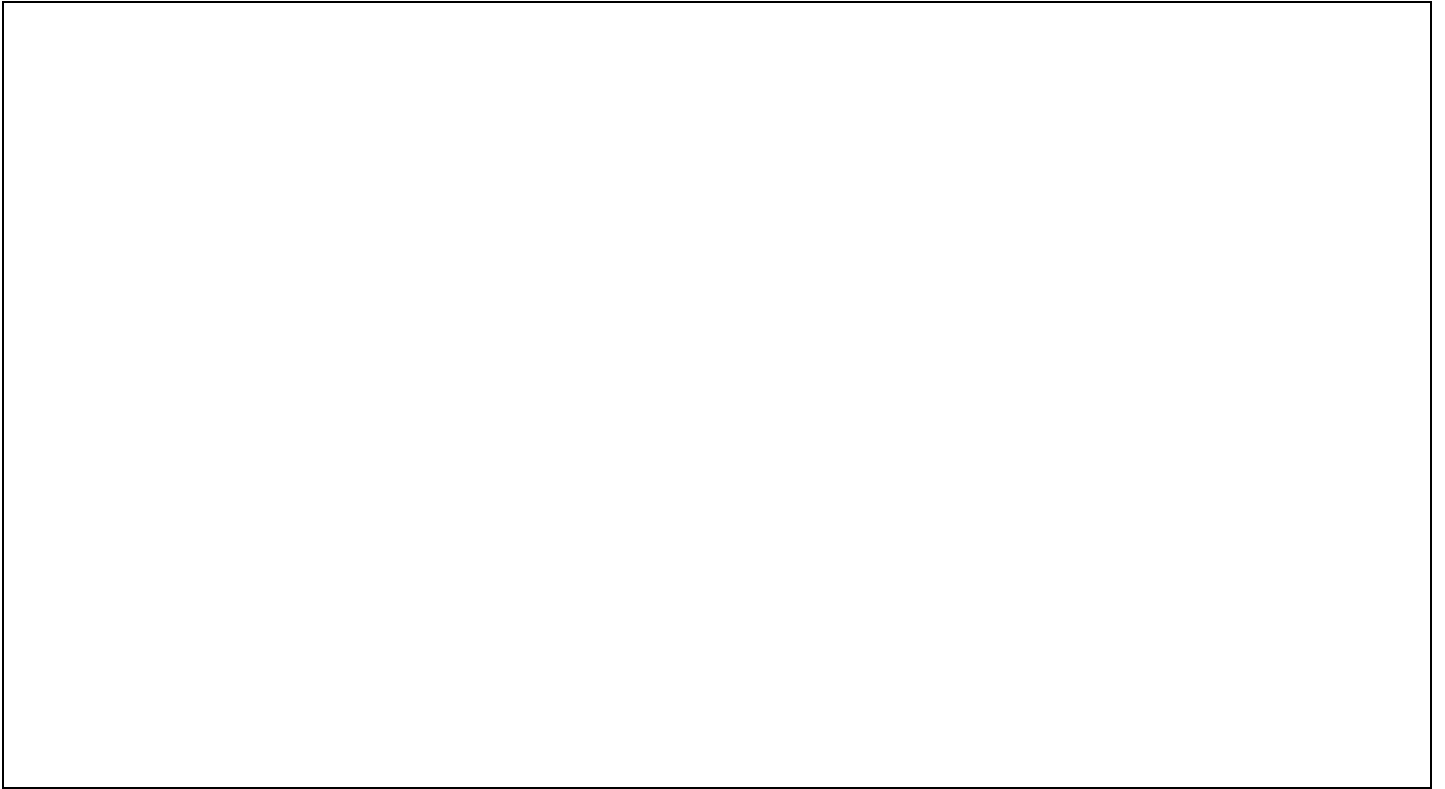
UNDERLYING/PERMANENT TITLE (If other than current):

1) JOB KNOWLEDGE: The degree to which the employee understands the job duties and has the ability

7) CUSTOMER RELATIONS: The employee's ability to understand and meet the professional needs or expectations of internal or external customers, and communicate effectively with them.

Exceptional

COMMENTS:

A large, empty rectangular box with a thin black border, intended for providing comments. It occupies the upper half of the page.

10) OVERALL PERFORMANCE RATING: Based upon the employee's total performance and professional progress during the evaluation period, select the most accurate rating for the overall evaluation.

SIGNATURES

MANAGER OR EVALUATOR

This report represents my best judgment of the value of this employee's work performance during the evaluation period indicated on page one.

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

REVIEWER

I have reviewed the performance evaluation report of the immediate manager/supervisor or evaluator. I believe this report is accurate according to my best knowledge.

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

EMPLOYEE'S REVIEW OF THE EVALUATION

I have reviewed this work performance evaluation and understand that my signature indicates only that I have read and discussed this performance evaluation and job description with my supervisor or evaluator. It does

PERFORMANCE RATING DEFINITIONS

OUTSTANDING

The employee's work performance excels well above the standards of the job tasks;