Recognizing that each department sets its own standards for their employees, please review each employee based on:

DS – Performing at Department Standards Level
B – Performing Below Standard Level
A - Performing Above Standard Level

Place a √ in the respective box.

<table>
<thead>
<tr>
<th>REVIEW FACTORS</th>
<th>B</th>
<th>DS</th>
<th>A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNING – Ability to plan for immediate and long-range assignments. Sets realistic goals and timetables.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOPERATION – Extent to which employee cooperates with coworkers, management, and surrounding businesses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPENDABILITY – Extent to which employee is trusted to carry out instructions. Exercises good judgment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUALITY OF WORK – Accuracy, neatness, thoroughness of work. Economy of time and materials. Care of equipment used.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTITUDE – Polite and courteous when handling both the public and coworkers. Maintains an even temper and attitude at all times.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATIVE – Diligent work habits. Strong sense of responsibility.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTENDANCE – Punctuality and overall attendance record. On the job completing assignments at the appointed time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VERSATILITY – Resourceful in handing assignments and solving problems. Versatile in application of knowledge and skills.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEADERSHIP – Inspires confidence, productivity, teamwork. Fair and consistent use of discipline if applicable. Displays a neat/professional appearance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAFETY AWARENESS – Conscious of equipment and exercises safety habits.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Use this area to specify specific strengths or weaknesses this employee may have:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
FUTURE GOALS & OBJECTIVES: ______________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Indicate what actions employee should focus on to improve performance: _______________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Next evaluation to be scheduled: If specific weaknesses have been discussed, the department head and/or employee may request an interim performance review in:

☐ 3 Months ☐ 6 Months ☐ 9 Months ☐ Annual Review

Employee:

I have reviewed this report and have had an opportunity to discuss it with my supervisor. My signature does not necessarily mean that I agree with this report. I understand that this report will be placed in my personnel file.

I understand that I have 48 hours to respond in writing to any concerns that I any have regarding this review.

______________________________________________________________________________________
Signature – Employee

Date

______________________________________________________________________________________
Department Head

Date

Original: Personnel File
Copy: Employee & Department Head