

	Exceeds	Meets	Needs
	Expectations	Current	Improvement
		Standards	

PERSONAL SKILLS:

- | | | | |
|---|-------|-------|-------|
| a. Displays effective organizational skills | _____ | _____ | _____ |
| b. Speaks and writes effectively | _____ | _____ | _____ |
| c. Listens effectively | _____ | _____ | _____ |
| d. Adapts to change/new methods quickly | _____ | _____ | _____ |
| e. Displays appropriate computer skills | _____ | _____ | _____ |
| f. Presents a professional appearance | _____ | _____ | _____ |
| g. Adheres to work schedules | _____ | _____ | _____ |
| h. Displays appropriate skills in operating equipment | _____ | _____ | _____ |

COMMENTS (if needed for clarification): _____

ACTION GOALS FOR IMPROVEMENT: _____

Supervisor's signature

Date

EMPLOYEE'S ACKNOWLEDGMENT:

I acknowledge receiving a copy of this completed job performance appraisal form.

Employee's signature

Date
