

	Exceeds Expectations	Meets Current Standards	Needs Improvement
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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 keyboarding and clerical skills	_____	_____	_____

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