

HUMAN RESOURCE DIRECTOR	Unacceptable	Marginal Performance	Competent Performance	Commendable Performance	Distinguished	COMMENTS	
Employee _____							
Supervisor _____							
Date _____ to _____							

SKILLS

A. Skills & knowledge necessary for job						
B. Interest in and time spent on improving skills and knowledge						

QUALITY OF PERFORMANCE

A. Quality of work done						
1. Personnel						
2. Staff Development						
3. Filing						
4. Record keeping						
B. Reliability						
1. Attendance						
2. Punctuality						
3. Meeting deadlines						
C. Work Relationships						
1. With other staff members						
2. With supervisor						
3. With parents/clients						
4. Outside of agency						

COMMENTS: (Regarding overall performance, changes in responsibilities or performance since last evaluation, employee career development interests, and improvements needed for advancement).

Employee

Supervisor

Date

Employee signature indicates acknowledgment of this review, not agreement.

EMPLOYEE COMMENTS (regarding evaluation)
