Accountant Employee _____ Supervisor _____ Date_____ to _____	Unacceptable	Marginal Performance	Competent Performance	Commendable Performance	Distinguished	**COMMENTS**
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. Computer input						
2. Record keeping						
3. Confidentiality						
4. Organizational Skills						
5. Leadership						
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 (if required)						

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)

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