

<b>WIC CLERK</b>	Unacceptable	Marginal Performance	Competent Performance	Commendable Performance	Distinguished	<b>COMMENTS</b>
Employee _____						
Supervisor _____						
Date _____ to _____						

<b>SKILLS</b>						
A. Skills & knowledge necessary for job						
B. Interest in and time spent on improving skills and knowledge						

<b>QUALITY OF PERFORMANCE</b>						
A. Quality of work done						
1. Implementation of program regulations						
2. Participant intake						
3. Food Instrument Issuance						
4. Scheduling of appointment/classes						
5. Record keeping						
6. Confidentiality						
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).

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\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Employee signature indicates acknowledgment of this review, not agreement.

**EMPLOYEE COMMENTS** (regarding evaluation)

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