**Division of Fiscal Affairs
Performance Evaluations Forms**

Shorter College
ANNUAL PERFORMANCE EVALUATION

**BUSINESS OFFICE MANAGER / THE COORDINATOR OF ACCOUNTS PAYABLE**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Personal characteristics reflect a high degree of integrity, maturity, dependability and enthusiasm.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Exercises good work habits to effectively perform assigned duties. Provides information clearly and effectively, including written and verbal correspondence.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is well organized, capable of placing priorities, and is conscious of the importance of time management. Meets deadlines consistently.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Keeps Executive Director and Committees informed as to the status of projects or problems that arise.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Readily accepts responsibility and exerts effort beyond demands.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Respects confidentiality of member information and administrative information.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains positive attitude.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is receptive to criticism.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is sensitive to the appearance of the office.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Accomplishes appropriate volume of results (Quantity).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Produces accurate and thorough results (Quality).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Demonstrates initiative in fulfilling job duties.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

NOTE: I have been presented \_\_\_\_\_\_\_pages of this evaluation. A signature indicates that this evaluation has been read and discussed with the evaluator. It does not imply agreement. If the administrator desires, they may submit a reply to this evaluation. This must be done within 48 hours of receiving the evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**SECURITY OFFICERS**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE COORDINATOR OF STUDENT ACCOUNTS**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Effectively plans and efficiently handling student account activities and eliminating unnecessary activities.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Executes appropriate reporting and posting to student accounts, accordingly in concert with the office of financial aid.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers/students and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE ADMINISTRATIVE ASSISTANT**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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Exceeds Expectations indicates high performance that exceeds usual expectations

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Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Personal characteristics reflect a high degree of integrity, maturity, dependability and enthusiasm.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Exercises good work habits to effectively perform assigned duties. Provides information clearly and effectively, including written and verbal correspondence.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is well organized, capable of placing priorities, and is conscious of the importance of time management. Meets deadlines consistently.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Keeps Executive Director and Committees informed as to the status of projects or problems that arise.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Readily accepts responsibility and exerts effort beyond demands.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Respects confidentiality of member information and administrative information.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains positive attitude.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is receptive to criticism.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is sensitive to the appearance of the office.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Accomplishes appropriate volume of results (Quantity).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Produces accurate and thorough results (Quality).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Demonstrates initiative in fulfilling job duties.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF PHYSCIAL PLANT**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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1. **Exercises good work habits to effectively perform assigned duties. Provides information clearly and effectively, including written and verbal correspondence.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is well organized, capable of placing priorities, and is conscious of the importance of time management. Meets deadlines consistently.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Keeps Executive Director and Committees informed as to the status of projects or problems that arise.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Readily accepts responsibility and exerts effort beyond demands.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Respects confidentiality of member information and administrative information.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains positive attitude.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is receptive to criticism.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is sensitive to the appearance of the office.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Accomplishes appropriate volume of results (Quantity).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Produces accurate and thorough results (Quality).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Demonstrates initiative in fulfilling job duties.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE GENERAL MAINTENANCE WORKER**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

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Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers/students and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date