

Statement of Goals (to be developed in conjunction with Dept. Head):

Performance Factors:

Rating	<i>Marginal</i>	<i>Satisfactory</i>	<i>Superior</i>
Communication Skills-verbal & written			
Team Participation			
Attitude/Initiative			
Cooperation/Accepts Direction			
Quality of Work			
Judgment			
Accepts Responsibility/Accountability			
Quantity of Work			
Employee/Public Contact			
Performance Under Duress			
Observance of Work Hours/Attendance			

 Department Head Signature

Employee Comments:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

 Employee's Signature

 Date of Discussion