



Adapts to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Job Knowledge:</b>							
Word processing, Spreadsheets, Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desktop Publishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy and procedures manual(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PC Computers, Copiers, Telephones, and Faxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Initiative and Judgment:</b>							
Proactive, Mature, Seeks information to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Consistency of Performance:</b>							
Quality, Quantity, Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Attitude and Personal Qualities:</b>							
Appropriate dress, Punctuality and Attendance, Positive approach to problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Performance Needing Improvement:**

**Plans for Improving Performance (Goals and Objectives):**

Daily Contact & Close Observation

Frequent Observation

Infrequent Observation

If after having reviewed this appraisal, employee does not agree with reviewer's evaluation, employee has the option of submitting a written statement.

I have seen this completed appraisal. (Please check one)

I have attached a statement

I have no statement

I certify that to the best of my knowledge and belief all entries hereon are true and made without prejudice or partiality.

\_\_\_\_\_  
Signature of Supervisor/Date

\_\_\_\_\_  
Signature of Employee/Date

\_\_\_\_\_  
Signature of Supervisor/Date

\_\_\_\_\_  
Signature of Reviewing Official/Date