

List specific areas for improvement, if any:

1. _____
2. _____
3. _____
4. _____
5. _____

II. Job Specific Attributes

- A. Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?
- B. Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?
- C. Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?
- D. Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?
- E. Servant-Leadership : Does the employee manage the resources entrusted to him or her with efficiency and economy?
- F. Servant-Leadership: Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties?

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List strengths. What does this employee do well?

1. _____
2. _____
3. _____
4. _____
5. _____

List specific areas for improvement, if any:

1. _____
2. _____
3. _____
4. _____
5. _____

Not Applicable

Needs Improvement

Meets Requirements

Exceeds Requirements

III. Interpersonal Skills

A. Communication: Does the employee provide accurate and clear written and verbal information; present information effectively; listen effectively; comprehend and follow direction; and ask appropriate and timely questions?

B. Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

C. Teamwork: Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?

D. Conflict Resolution: Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?

E. Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?

F. Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List strengths. What does this employee do well?

- _____
- _____
- _____
- _____
- _____

List specific areas for improvement, if any:

- _____
- _____
- _____
- _____
- _____

IV. Other Comments

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____