

Employee Name:		Site/Department:	
Job Title:	<input type="checkbox"/>	If unscheduled report check here	<input type="checkbox"/> Due Date:

SECTION A: Checks in columns C (Needs to Improve) and D (Unsatisfactory) must be explained in Section E (Deficiencies).

A	B	C	D	E	SECTION B:
O	C	M	N	U	
U	O	E	E	N	
T	M	E	E	S	
S	P	E	D	S	
T	E	T	S	T	
A	T	S	T	I	
N	E	T	O	S	
D	N	S	T	O	
I	T	T	/	A	
N	A	I	N	M	
G	/	N	D	P	
		A	R	O	
		R	O	R	
		D	V	Y	
		S	E	Y	

INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION REPORT FORM

GENERAL:

1. After marking, very lightly with pencil, each factor in Section A, the rater shall review the report with his own principal or 1.