

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	F	
N	/	A	I	A	
G			N	C	
			D	T	
			P	O	
			R	R	
			O	Y	
			V	A	
			E	P	
				P	
				L	
				L	
				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