**AVERAGES:**

<table>
<thead>
<tr>
<th>1. QUALITY OF WORK - PROGRESS AS TO THOROUGHNESS, ACCURACY AND NEATNESS.</th>
<th>BELOW</th>
<th>AVERAGE</th>
<th>ABOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. QUANTITY OF WORK - PROGRESS AS TO SPEED, DILIGENCE, AND CONSISTENCY OF OUTPUT.</td>
<td></td>
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<tr>
<td>3. ABILITY TO LEARN NEW DUTIES - SPEED WITH WHICH EMPLOYEE MASTERS NEW ROUTINE, GRASPS EXPLANATIONS AND RETAINS THIS KNOWLEDGE.</td>
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<tr>
<td>4. DEPENDABILITY - CONSCIENTIOUSNESS, RELIABILITY, PUNCTUALITY, ATTENDANCE AND SUPERVISION REQUIRED.</td>
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<tr>
<td>5. ATTITUDE - INTEREST, SATISFACTION AND ENTHUSIASM TOWARD JOB AND THE COLLEGE.</td>
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<tr>
<td>6. COOPERATION - ABILITY TO WORK HARMONIOUSLY AND EFFECTIVELY WITH OTHER EMPLOYEES AND SUPERVISORS.</td>
<td></td>
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<tr>
<td>7. CONTACT WITH OTHERS - TACT, ABILITY TO EXPRESS SELF EFFECTIVELY.</td>
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</tbody>
</table>

***Comments can be made on Page 2.***

1. WHAT ARE EMPLOYEE'S STRONG POINTS? ________________________________________________________________

2. WHAT AREA(S) OF THE EMPLOYEE'S PERFORMANCE NEED IMPROVEMENT? ______________________

   ________________________________________________________________

   ________________________________________________________________

AS THE SUPERVISOR, DO YOU RECOMMEND THE RETENTION OF THIS EMPLOYEE?

YES____ NO____ IF NOT, PLEASE EXPLAIN!

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

SUPERVISOR/S SIGNATURE

I HAVE READ THIS EVALUATION AND REVIEWED ITS CONTENTS WITH THE ABOVE-MENTIONED SUPERVISOR/S.

EMPLOYEE'S SIGNATURE
EMPLOYEE NAME_____________________________________________________

COMMENTS: (Please specify which number you are commenting about.)

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