

Above Standard	At Standard	Below Standard
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**V. Attitude**

- a. Willingness to perform duties -----  -----  -----
- b. Initiative-----  -----  -----
- c. Self-improvement efforts-----  -----  -----
- d. Acceptance of supervision -----  -----  -----
- e. Willingness to accept responsibility -----  -----  -----
- f. Adaptability -----  -----  -----
- g. Tactful-----  -----  -----

**VI. Staff & Community Relations**

- a. Ability to work harmoniously with employees/students--  -----  -----
- b. Establishes positive rapport -----  -----  -----
- c. Neat, clean, and dressed properly -----  -----  -----

**Career Development Hours:** \_\_\_\_\_

Career Development Courses recommended for next year: \_\_\_\_\_

Evaluator’s Summary Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee’s Reaction to Evaluation (Use attachment if desired):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator’s Signature Date

\_\_\_\_\_  
Employee’s Signature Date

Signature indicates that the written evaluation has been seen and discussed.