

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

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  
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