

<p>10. ADAPTABILITY CONSIDER THE EMPLOYEE'S ABILITY TO MEET CHANGED CONDITIONS AND THE EASE WITH WHICH HE/SHE LEARNS NEW DUTIES.</p>	<p>EXTREMELY SLOW TO ADJUST TO CHANGES OR TO LEARN NEW DUTIES.</p>	<p>SOMEWHAT SLOW TO ADJUST TO CHANGES - REQUIRES GREAT DEAL OF INSTRUCTION.</p>	<p>GENERALLY SATISFACTORY IN MEETING CHANGED CONDITIONS AND LEARNING NEW DUTIES.</p>	<p>READILY ADJUSTS TO CHANGED CONDITIONS AND QUICKLY ABSORBS NEW DUTIES.</p>	<p>EXCEPTIONALLY FAST TO LEARN NEW DUTIES AND ADJUST TO CHANGED CONDITIONS.</p>	<p>CONSIDER EMPLOYEE'S EFFORTS OVER THE APPRAISAL PERIOD AND SHOW BY A CHECK (✓) ANY CHANGES IN EACH OF THE QUALIFICATIONS LISTED.</p> <p>HAS IMPROVED _____</p> <p>NO CHANGE _____</p> <p>HAS REGRESSED _____</p>
<p>11. TECHNICAL KNOWLEDGE CONSIDER THE DEPTH OF TECHNICAL CLERICAL KNOWLEDGE OR SKILL EMPLOYEE POSSESSES.</p>	<p>LITTLE KNOWLEDGE OF SKILLS REQUIRED.</p>	<p>SUFFICIENT KNOWLEDGE OF SOME SKILLS REQUIRED.</p>	<p>ADEQUATE KNOWLEDGE OF SKILLS REQUIRED.</p>	<p>KNOWS ALL JOB SKILLS WELL.</p>	<p>UNUSUALLY COMPETENT IN KNOWLEDGE OF ALL JOB SKILLS REQUIRED.</p>	<p>_____</p>

OVERALL APPRAISAL
 IN THE FOREGOING YOU HAVE EXAMINED CERTAIN ATTRIBUTES OF THE EMPLOYEE. THESE GIVE ONLY A PARTIAL DESCRIPTION OF THE EMPLOYEE. BEARING THIS IN MIND AND CONSIDERING ALL THE EMPLOYEE'S OTHER QUALITIES AS DISPLAYED ON THE JOB, PLEASE GIVE YOUR ESTIMATE OF THE EMPLOYEE'S OVERALL VALUE TO THE ORGANIZATION AS JUDGED TO DATE.

<p>IF THE OPINION IN THE GENERAL APPRAISAL DIFFERS SERIOUSLY FROM THE OPINION IN THE FOREGOING, PLEASE EXPLAIN.</p>	<p>DOES SUBSTANTIALLY LESS THAN SATISFACTORY WORK.</p>	<p>DOES LESS THAN SATISFACTORY WORK.</p>	<p>DOES SATISFACTORY WORK IN MOST AREAS OF THE JOB.</p>	<p>CLEARLY MORE SATISFACTORY THAN MOST EMPLOYEES.</p>	<p>DOES EXCEPTIONAL WORK IN ALL AREAS OF THE JOB.</p>	<p>_____</p>
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REMEMBER THAT YOU ARE COMPARING THIS EMPLOYEE WITH OTHERS ON THE SAME POSITION OR GRADE OF WORK THAT YOU HAVE SUPERVISED OR OBSERVED.

SUPERVISOR'S DEVELOPMENTAL PLANS FOR EMPLOYEE _____

SUPERVISOR'S COMMENTS _____

TO BE COMPLETED AFTER SUPERVISOR HAS DISCUSSED EVALUATION WITH EMPLOYEE. RECOMMENDED RATE CHANGE:

FROM _____ TO _____

SUPERVISOR'S SIGNATURE _____ DATE _____

EMPLOYEE'S SIGNATURE _____ DATE _____

REVIEWED BY _____ DATE _____