

LEARN TO READ JACKSONVILLE EMPLOYEE EVALUATION

DATE OF EVALUATION

EMPLOYEE NAME

EMPLOYMENT DURATION

JOB TITLE

JOB DESCRIPTION (attached)

SUPERVISED BY

APPRAISAL PERIOD

APPRAISED BY

The current job description is:

___ an accurate reflection of current duties

___ revised to reflect changed. Copy attached.

SUMMARY EVALUATION

Work accomplishments:

Growth potential:

OVERALL PERFORMANCE LEVEL:

___ outstanding ___ above standard ___ meets standard

___ below standard ___ unacceptable

Appraiser's Signature

Date

Employee's Signature

Date

(Your signature indicates only that you have read and discussed this performance evaluation with your supervisor. It does not necessarily indicate agreement with its contents.)

