



Literacy Council of Bonita Springs



Performance Appraisal

Employee Name: _____

Review Period:	<input type="checkbox"/> Other: FY 2005-2006	Date:
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Supervisor Preparation: The Position Description serves as the basis of the Development Discussion. Please review and update the Position Description as needed, so that it may “drive” your discussion. The Accountability Objectives are to be listed below:

1	2	3	4	5
Major improvement needed immediately. Little or no success	Improvement is needed. Below average success	Good performance. Providing acceptable results	Above average performance. Very good results	Serves as leader and role model. Exceptional results

PRINCIPAL ACCOUNTABILITY OBJECTIVES

(As outlined at the beginning of Position Description)

	RATING	COMMENTS

1	2	3	4	5
Rarely demonstrates this behavior	Sometimes demonstrates this behavior	Demonstrates this behavior at an acceptable level	Consistently demonstrates this behavior	Always demonstrates this behavior

CORE COMPETENCIES

	RATING	COMMENTS
Teamwork:		
Customer Service:		
Communication:		
Judgment/Decisions:		
Problem Solver: Creative and proactive problem solver		



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Development Growth Opportunities: What are the training and development needs? What is the action Plan?

ADDITIONAL COMMENTS/FOLLOW-UP:

What were the great successes or accomplishments?

What position areas need improvement or follow-up:

Supervisor

Date

Employee

Date