

GENERAL PERFORMANCE EVALUATION FORM

Employee: Mary Grace Verra Driver Number: _____Job Title: Laboratory Chemist Date of Last Evaluation: 22 Oct 2021

Evaluation:

Points: 5 2 1

EVALUATION FACTORS		S	A	NI
Dedication	Reports to work on time			/
	Uses time constructively	/		
Performance	Good working knowledge of job assignment		/	
	Organizes and performs work in a timely, professional manner		/	
Cooperation	Willingly accepts work assignments		/	
	Willingly accepts changes in assignments not directly related to job		/	
Initiative	Performs assigned duties with little or no supervision	/		
	Performs assigned duties with little or no supervision, even under pressure			/
	Strives to meet deadlines		/	
Communication	Communicates clearly and intelligently in person and during telephone contacts	/		
Teamwork	Works well with fellow employees without friction	/		
Character	Accepts constructive criticism without unfavorable responses	/		
Responsiveness	Handles stressful situations with tact	/		
Personality	Demonstrates a pleasant, calm personality when dealing with customers and fellow employees	/		
Appearance	Well groomed, Clean, Neat	/		
	Dresses appropriately for work	/		
Work Habits	Maintains neat and orderly workstation		/	
	Maintains neat and orderly paperwork			/

LEGEND S = Satisfactory A = Adequate NI = Needs Improvement

10 - 25

25 - 51

52

Total Points: 27, 12, 3 = $\frac{42}{54}$, or 77.8%

Comments and Recommendations:

Personnel has very good interpersonal skills.Overall Evaluation: Satisfactory

This performance evaluation has been reviewed with me, and I understand that I may attach my comments, if desired.

Employee Signature: [Signature] Date: 22 Oct 2021Evaluation Performed by: [Signature] Date: 22 Oct 2021