**QUALITY AND QUANTITY OF WORK:**
- Works accurately with neatness.
- Uses time efficiently.
- COMMENTS:

**WORK HABITS:**
- Is regular in attendance.
- Can be relied upon to handle other phases of work when needed.
- Is willing to accept responsibility.
- Maintains the confidentiality of the position.
- COMMENTS:

**TECHNICAL ABILITY:**
- Possesses related skills for the position.
- Operates equipment required for the position.
- Takes advantage of training opportunities.
- COMMENTS:

**HUMAN RELATIONS:**
- Receives constructive criticism well.
- Deals courteously and tactfully with fellow employees.
- Deals courteously and tactfully with public.
- Deals courteously and tactfully with students.
- COMMENTS:

**OVERALL COMMENTS:**

---

**DISTRIBUTION:**
- Original to: Personnel Office
- Copies to: Employee and Principal/Supervisor