

PERFORMANCE EVALUATION ATTACHMENT

(Please use this form for each factor rated "Below Standards")

EMPLOYEE NAME: _____ EN: _____

JOB CLASSIFICATION: _____

FACTOR: Work Product Work Habits Relations with Others
(Please circle one)

Statement of
Problem/Concern: _____

Desired Improvement: _____

Suggestions for Improvement: _____

Provisions for
Assisting Employee: _____

