

2006 APPRAISAL

NAME	TITLE	DIVISION
SUPERVISOR	REVIEW PERIOD May 1, 2005 – April 30, 2006	DEPARTMENT

RATINGS

SUPERIOR	Overall performance level sets a standard of excellence in achieving objectives and making significant and important contributions to the success of the Laboratory.
NOTABLY ABOVE STANDARDS	Overall performance level consistently exceeds high standards for achieving important objectives and making major contributions to the success of the Laboratory.
ACHIEVES HIGH STANDARDS – PLUS	Overall performance level consistently achieves and sometimes exceeds high standards for meeting all job duties and objectives and contributes to the success of the Laboratory.
ACHIEVES HIGH STANDARDS	Overall performance level achieves high standards in all job duties and objectives, and results in a level of performance that contributes to the success of the Laboratory.
ACHIEVES HIGH STANDARDS – MINUS	Performance needs further development in selected areas to be fully effective in contributing to the success of the Laboratory.
SIGNIFICANTLY BELOW EXPECTATIONS	Overall performance level falls significantly below expectations for meeting objectives. Immediate, substantial improvement in key areas is necessary (within 90 days) for acceptable performance that contributes to the success of the Laboratory.
UNACCEPTABLE	Overall performance level consistently fails to achieve standards for meeting objectives. Fails to make meaningful contributions to the success of the Laboratory.

PERFORMANCE SUMMARY

EXPECTATION:
SELF ASSESSMENT:
SUPERVISOR:
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SUPERVISOR:

PERSONAL DEVELOPMENT

Identify the most significant job-related strengths and areas for improvement

EMPLOYEE EVALUATION

STRENGTHS	DEVELOPMENT NEEDS
<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••

SUPERVISOR EVALUATION

STRENGTHS	DEVELOPMENT PLANS
<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••

OVERALL SUMMARY

RATING:

SUPERVISOR SUMMARY AND SIGNATURE: _____

NEXT LEVEL SUPERVISOR REVIEW AND SIGNATURE: _____

EMPLOYEE COMMENTS: <i>Sign here to acknowledge that you have been given the opportunity to read this appraisal. This does not mean you agree with it in all aspects. You may comment below or on additional pages if needed and your comments will be made a permanent part of this appraisal.</i>

EMPLOYEE SIGNATURE: _____

Employee comments may be attached or written on the back side of this page.

2006 APPRAISAL

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SIGNATURES

SUPERVISOR SIGNATURE		DATE
PRINTED NAME OF SUPERVISOR		
NEXT LEVEL SUPERVISOR SIGNATURE		DATE
PRINTED NAME OF NEXT LEVEL SUPERVISOR		
DEPT HEAD SIGNATURE		
PRINTED NAME OF DEPT HEAD		
ASSOCIATE DIRECTOR SIGNATURE		DATE
PRINTED NAME OF ASSOCIATE DIRECTOR		
EMPLOYEE SIGNATURE FOR NEW YEAR EXPECTATIONS		DATE

Employee comments may be attached or written on the back side of this page.