

ITEM #5

SAMMIE Employee Progress Report covering the period _____ to _____

NAME _____ POSITION _____

Ratings: 1 = needs improvement 2 = Acceptable 3 = Above Average

Personal Attributes

- ____ 1. Courtesy & Tact
- ____ 2. Attitude & Interest
- ____ 3. Initiative

Comments: _____

Personal Relations

- ____ 1. Accepts & Profits from constructive criticism
- ____ 2. Relations with other employees
- ____ 3. Meeting & Interacting with public

Comments: _____

Work Habits

- ____ 1. Attendance & Punctuality
- ____ 2. Follows policies & procedures
- ____ 3. Conserves time & materials

Comments: _____

Job Performance

- ____ 1. Job Knowledge
- ____ 2. Job Skills
- ____ 3. Organization of work
- ____ 4. Thoroughness
- ____ 5. Quality of work
- ____ 6. Efficiency
- ____ 7. Written & Oral Communications
- ____ 8. Performance under pressure
- ____ 9. Contributes new ideas
- ____ 10. Objectivity

Comments: _____

General Comments: _____

Supervisor Signature _____ Date _____

Employee comments: _____

Employee Signature _____ Date _____