EMPLOYER PERFORMANCE EVALUATION FORM  
(suggested format)

Employee Name: ___________________________________________________________

Start Date: _______________________________________________________________

Position: _________________________________________________________________

Please indicate:  
G  8 - 12 month evaluation form  
G  16 month evaluation form

<table>
<thead>
<tr>
<th>Performance Graded</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Comments (if any)</th>
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</thead>
<tbody>
<tr>
<td>Ability to Learn</td>
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<td>Skill Level Attained</td>
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<td>Quality of Work</td>
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<td>Volume of Work</td>
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<td>Initiative</td>
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<td>Organization and Planning</td>
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<td>Judgment</td>
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<td>Reliability</td>
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<td>Interaction with Others</td>
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<td>Communication Skills: Oral</td>
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<td>Communication Skills: Written</td>
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<tr>
<td>Overall Performance Rating</td>
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</table>

A = Excellent      B = Very Good      C = Average      D = Fair      E = Poor
Please indicate:

Acceptance of Criticism and Suggestions  
- Appreciative  
- Resentful  

Attendance  
- Regular  
- Irregular  

Punctuality  
- Regular  
- Irregular  

Grooming  
- Appropriate  
- Inappropriate  

Employee’s major technical duties:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please write comments on OVERALL PERFORMANCE:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Has this evaluation been discussed with the employee?  YES  NO

Name of Evaluator:  

Company:  

Position:  

Department:  

Telephone Number:  

Note: Any observations you have on this program or the preparation of the student would be welcome.
PLEASE RETURN TO: Michelle Loveland, CPA, CA
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