

**PERFORMANCE APPRAISAL**

<b>1. NAME</b>	<b>2. Title &amp; Grade</b>	
<b>3. Organization</b>	<b>4. Appraisal Period</b>	
<b>5. Rating</b> <input type="checkbox"/> Unsatisfactory (Comments Mandatory) <input type="checkbox"/> Meets Standards <input type="checkbox"/> Exceeds Standards		
<b>6. Comments</b>		
<b>7. Performance Standards Change:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(New Standards Attached)</small>		
<b>8. TRIAL/PROBATIONARY PERIOD APPRAISAL</b> <input type="checkbox"/> RECOMMEND RETENTION <input type="checkbox"/> DO NOT RECOMMEND RETENTION		
<b>9. VERIFICATION OF FACE-TO-FACE DISCUSSION</b>  FACE-TO-FACE DISCUSSION OF DUTIES, RESPONSIBILITIES, AND PERFORMANCE FOR THE CURRENT RATING PERIOD TOOK PLACE ON:  Initial Discussion _____ (DATE)      Mid-point Discussion _____ (DATE) Technician's Initials _____      Technician's Initials _____ Supervisor's Initials _____      Supervisor's Initials _____		
<b>10. TYPED NAMES &amp; SIGNATURE</b>	<b>11. TITLE</b>	<b>12. DATE</b>
<b>A. Appraiser:</b>		
<b>B. Technician:</b>		
<b>C. Reviewer:</b> <small>(Only for Unsatisfactory Rating)</small>		