

APPRAISAL FACTORS

	Level of Performance	Comments/Examples
1. Knowledge and Enforcement of Policies and Procedures - overall rating	_____	
a. Maintains a working knowledge of and complies with all rules, regulations, policies and procedures	_____	
2. Interpersonal Relations – overall rating	_____	
a. With Other Conference Offices and Those Seeking Assistance		
(1) Communicates policies and procedures effectively and accurately	_____	
(2) Responds to questions and concerns in a tactful manner	_____	
b. With Co-workers		
(1) Communicates effectively with co-workers.	_____	
(2) Works effectively with other personnel to achieve desired work results.	_____	
3. Work Habits and Career Development – overall rating	_____	
a. Work Habits		
(1) Reports to work on time as expected	_____	
(2) Complies with established work schedules	_____	
b. Career Development Capacity		
(1) Accepts and performs new and additional responsibilities of a work-related nature.	_____	
(2) Improves professional skills	_____	

