

AHEC Annual Performance Appraisal Summary Report

| Employee Name | POS# | Supervisor | Name | POS# | Year |
|--|--------------------------------------|------------|--|---------------|-------------------------|
| Overall Midterm Comments | | | | | |
| Overall Final Comments | | | | | |
| A. Core Competencies Level of Performance Ratings: U=Unaccep (A. Communication | table NI=Needs I 9/1/23 - 2/29/24 | mprovement | t E=Effective HE=Hig 3/1/24 - 8/31/24 | hly Effective | EX=Exceptional Final |
| B. Interpersonal Skills/ Teamwork | | | | | |
| C. Customer Service | | | | | |
| D. Accountability | | | | | |
| E. Job Knowledge | | | | | |
| F. Management / Supervision | | | | | |
| B. Job Goals / Individual Performance Ob | pjectives | | | | |
| C. Review Period Initials | | | | D | |
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| (Only required if overall rating is U, NI, or EX) Employee Signature | | | | Date: | |

D. Final Overall Rating

***An overall rating of unacceptable during any rating period will need a performance action plan or corrective action.

Contact HR for additional information and guidance.***

Received by Human Resources Date: