



- Functions as a team player, valuing the contribution of others.

**Successes:**

**Areas for Improvement:**

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**E. INITIATIVE, CREATIVITY AND PROBLEM SOLVING**

- Initiates new ideas and procedures to overcome obstacles and to increase efficiency.
- Identifies need for improvement and/or change and discusses options with supervisor.
- Is pro-active in anticipating potential problems and takes action.
- Flexible, willing to try new ways of doing things, easily adjusts to changes.

**Successes:**

**Areas for Improvement:**

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**F. WORK HABITS**

- Overall attendance and punctuality.
- Follows college policies and department procedures.
- Productivity, attains goals, meets deadlines and adjusts to production changes.
- Work is accurate, neat, and is of high quality.
- Adheres to all safety rules, regulations and policies.

**Successes:**

**Areas for Improvement:**

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**G. SUPERVISORY RESPONSIBILITIES (if applicable)**

- Communicates effectively to subordinates, maintains employees' self-esteem, treats employees as adults, keeps employees well informed of changes.
- Delegates well to subordinates.
- Provides on-going training to subordinates.
- Conducts annual performance appraisals.

**Successes:**

**Areas for Improvement:**

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**ACTION PLAN:**

Employee, select one or two areas where you need to improve, learn new skills, develop, or change. Describe the expectations and set realistic goals. Provide a time frame for implementation of the plan, procedures or methods for improvement.

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**GENERAL COMMENTS:**

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Employee's Signature

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Date