



June 29, 1989

TO: PERSONNEL FILE
DIANNE McADAMS-JONES, R.N.
DIRECTOR OF NURSING SERVICES -

RE: ANNUAL EVALUATION

Dianne McAdams-Jones assumed the Director of Nursing Services position in this facility under adverse conditions. The previous 2 D.N.S.'s gave direction in this facility for less than 90 days.

The State Survey team walked in 4 days after Dianne assumed the responsibilities of the D.N.S. Because of her attitude, determination and high standards, the survey team left the facility confident that the nursing department was turned around: 12 to 14 hour days were not uncommon following survey.

Dianne's technical competency and professional bearing, along with her "hands-on" approach, have earned her the respect of all staff members.

The nursing department has raised the standard of care in this facility, a trend directly attributed to Dianne McAdams-Jones.

Sincerely,

A handwritten signature in cursive script that reads "Wm Patrick O'Neill".

Wm. Patrick O'Neill
Administrator
1-509-489-4466

WPO:cls

cc: Dianne McAdams-Jones, R.N.

BEVERLY ENTERPRISES - MANAGEMENT PERFORMANCE EVALUATION

Employee <i>Dianne McAdams - Jones</i>		Position <i>Director of Nursing Services</i>
Ac. # <i>2303</i>	Department	Supervisor <i>Wm. Patrick O'Neill</i>
Effective Date <i>04/19/88</i>	Review Period From: _____ To: _____	Current Salary Annual _____ Monthly _____
Next Review Date <i>02/10/89</i>	Position Description (Circle) Accurate Needs Review Nonexistent	

R	5 - Outstanding	Substantially exceeds job requirements
A	4 - Above Expectations	Exceeds most job requirements
T	3 - Meets Expectations	Satisfactorily meets job requirements
I	2 - Minimum Expectations	Barely meets minimum job requirements
N	1 - Below Expectations	Fails to meet minimum job requirements
G	N/A - Not Applicable	Performance not known or does not apply

Following are sections which relate to management skills and interpersonal relations. For each statement listed below, circle one of the numbers to indicate how well the manager performs in that aspect of the job, or circle N/A if the skill is not applicable or his performance in that area is still unknown to you. Ratings of 1 or 5 must be clarified by comments.

PLANNING AND SCHEDULING	Rating	Comments
Develops specific plans for operation of the Department/Facility	N/A 1 2 3 4 (5)	
Sets established schedules and deadlines	N/A 1 2 3 4 (5)	
Takes initiative in proposing and implementing new programs	N/A 1 2 3 4 (5)	
Establishes sound priorities in task accomplishment	N/A 1 2 3 4 (5)	

LEADERSHIP	Rating	Comments
Inspires employees to perform in an outstanding manner	N/A 1 2 3 4 (5)	
Analyzes problems in depth and presents sound solutions	N/A 1 2 3 4 (5)	
Keeps subordinates informed of all notices that affect them	N/A 1 2 3 4 (5)	
Is accessible to employees and helpful in resolving their problems	N/A 1 2 3 (4) 5	
Diagnoses problems quickly and implements effective solutions	N/A 1 2 3 4 (5)	

ORGANIZING AND COORDINATING	Rating	Comments
Delegates work to employees consistent with their ability to accept it	N/A 1 2 3 4 (5)	
Establishes good working relationships with other dept. and admin. staff	N/A 1 2 3 (4) 5	
Manages time well	N/A 1 2 3 4 (5)	

D. TRAINING AND INSTRUCTION		Rating	Comments
Improves technical skills of employees	N/A	1 2 3 4 (5)	
Communicates company policies effectively	N/A	1 2 3 4 (5)	
Orients new employees so they understand position	N/A	1 2 3 4 (5)	

E. TECHNICAL SKILLS		Rating	Comments
Is personally competent in his/her position	N/A	1 2 3 4 (5)	
Understands needs of the people treated or served	N/A	1 2 3 4 (5)	
Keeps apprised of new developments in their field	N/A	1 2 3 4 (5)	

F. DECISION MAKING AND DIRECT ACTION		Rating	Comments
Acts decisively when progress on a job is delayed	N/A	1 2 3 4 (5)	
In absence of Supervisor, assumes greater responsibilities effectively	N/A	1 2 3 4 (5)	
In planning for change, gets involved to clearly indicate results expected	N/A	1 2 3 4 (5)	
When interfacing with others is convincing and decisive	N/A	1 2 3 4 (5)	
Faced with cost & schedule problems, takes action to bring under control	N/A	1 2 3 4 (5)	
Could be expected to make unpopular decisions in best interest of company	N/A	1 2 3 4 (5)	
Takes calculated risks and accepts personal responsibility	N/A	1 2 3 4 (5)	

G. PERSONAL SKILLS		Rating	Comments
Is demanding of self as well as subordinates	N/A	1 2 3 4 (5)	
Volunteers innovative and effective ideas	N/A	1 2 3 4 (5)	
Accepts & supports mgmt. decisions even though contrary to own opinion	N/A	1 2 3 4 (5)	
Forceful and persuasive in selling ideas	N/A	1 2 3 4 (5)	
Upholds all company policies and procedures	N/A	1 2 3 4 (5)	

PERFORMANCE REVIEW

For All Employees



Because we care about the quality of your life.™

PERFORMANCE REVIEW

Type of Review: Annual Other
 Probation Promotion/Transfer

Name Diane Jones
 Dept. Reg. Administration
 Position Supervisor
 Date of Review 3-17-98

For the employee: This performance review is intended to give you and your supervisor the opportunity to openly discuss your performance. Your signature on this document does not imply agreement with its content but only that you have seen the evaluation in its completed form and have had the opportunity to discuss it.

EE = Exceeds Expectations ME = Meets Expectations NI = Needs Improvement

GENERAL PERFORMANCE CRITERIA

Attendance: The employee comes to work each scheduled shift.

Performance Criteria	Resource	EE	ME	NI
0 absences = EE; 1-4 absences = ME; >4 absences = NI	Personnel Policy #701	X		

Comments: _____

Tardiness: The employee arrives at the work station at the scheduled start time.

Performance Criteria	Resource	EE	ME	NI
0 tardies = EE; 1-4 tardies = ME; >5 tardies = NI	Personnel Policy #701	X		

Comments: _____

Annual Training: The employee completes annual Fire and Safety training.

Performance Criteria	Resource	EE	ME	NI
Training is completed prior to anniversary date.	Personnel Policy #302		X	

Date Completed: ___/___/___ Comments: _____

Health Check: The employee completes the annual health requirements.

Performance Criteria	Resource	EE	ME	NI
Health check is completed prior to anniversary date.	Personnel Policy #208		X	

V. Performance Improvement: The employee participates in organizational and individual performance improvement efforts.

Performance Criteria	Resource	Date Completed/Initials
1. Recommends to supervisor ways to perform his/her job better.		8/98 JMZ
2. Participates in departmental performance improvement activities as assigned by supervisor.		

VI. Guest Relations: The employee demonstrates courtesy in all activities and interactions in the work environment.

Performance Criteria	Resource	Date Completed/Initials
1. Demonstrates courtesy in activities and interactions in the work environment.	Personnel Policy 708	
2. Answers the telephone using name and department.		

VII. Patient Rights: Employee demonstrates respect for patient rights.

Performance Criteria	Resource	Date Completed/Initials
1. Maintains confidentiality of patient information, including sharing that a patient is in the hospital.	Administrative Policy: Patient Rights and Responsibilities	
2. Extends courtesy and respect to patients.		
3. Respects patient privacy and dignity, both physical and emotional.		

VIII. Organizational Ethics: Employee reports ethical issues to his/her supervisor.

Performance Criteria	Resource	Date Completed/Initials
1. Identifies one example of an ethical issue.		
2. Reports ethical issues to supervisor.		

IX. Communication: Employee seeks and shares information to enhance patient care and performance of work responsibilities.

Performance Criteria	Resource	Date Completed/Initials
1. Reports to supervisor events concerning equipment, customers, or personnel which are unusual or which could potentially become a problem.	Administrative Policies Personnel Policies Departmental Policies	
2. Asks questions of supervisor, co-workers, and customers to enhance his own understanding of job requirements and expectations.		

X. Age-Specific Behavior: The employee uses behavior appropriate to the age and developmental level of the guest or patient.

Critical Behaviors	Performance Criteria	Resource	Date Completed/Initials
1. Children (6 - 12 years)	1. Defines and reinforces behavior limits. 2. Involves parent(s) in planning. 3. Uses language appropriate to child's age and developmental level.	Erikson's Developmental Model	
2. Adolescents (13 - 18 years)	1. Speaks directly to the guest/patient in simple terms. 2. Allows the guest/patient to take control and make some decisions independently. 3. Responds in a non-defensive manner if adolescent demonstrates resistance.	Erikson's Developmental Model	
3. Older Adults (>65 years)	1. Focuses light directly on objects due to decreased visual acuity. 2. Speaks about one item or issue at a time. 3. Provides guest/patient the necessary amount of time for decision-making, verbal expression and activities requiring movement. 4. Addresses patient using last name.	Erikson's Developmental Model	JMZ

CUMBERLAND COUNTY HOSPITAL SYSTEM, INC.
Core Competencies and Performance Criteria for All Employees

Employee Name Deanne Jones Department Reg. Admin Hire Date 12/98

I. Mission/Vision: The employee describes how the mission/vision of the Cumberland County Hospital System affects what s/he does at work.

Performance Criteria	Resource	Date Completed/Initials
1. Includes at least one aspect of the mission and/or vision statements in his/her description of how the mission/vision affects his/her work.	Mission Statement Vision Statement	8/98/AMJ

II. Management of Information: The employee maintains confidentiality of information

Performance Criteria	Resource	Date Completed/Initials
1. States at least one type of information that is confidential.	Personnel Policy #706	
2. No substantiated incidents of breach of confidentiality.	Personnel Policy #706	

III. Management of Information: The employee states how he/she uses available information in his/her job.

Performance Criteria	Resource	Date Completed/Initials
1. Indicates location of hospital system/departmental policy and procedures manuals.		
2. List names of supervisor and department manager.		

IV. Environment of Care: The employee contributes to a safe and secure environment in patient care and other work areas.

Critical Behaviors	Performance Criteria	Resource	Date Completed/Initials
1. Life Safety/Safety	<ol style="list-style-type: none"> Locates the nearest fire alarm pull station in work area. Complies with the "no smoking" policy. Locates the "5 Ps" on the back of the ID badge in response to the discovery of a fire or a fire drill. Shares information with supervisor and others that contributes to a safe environment in patient care and other work areas. Keep fire exit doors unobstructed and closed in work area. 	Personnel Policy #608	
2. Security	<ol style="list-style-type: none"> Wears employee ID badge. Reports security problems to supervisor or Security (ext. 20) within five minutes of discovery. Shares information with supervisor and others that contributes to a secure environment in patient care and other work areas. 	Personnel Policy #704	
3. Hazardous Materials	<ol style="list-style-type: none"> Locates hazardous spill instructions on back of employee ID badge. Locates MSDS applicable to work area. Describes at least one potentially hazardous material in the work area. 		
4. Emergency Preparedness	<ol style="list-style-type: none"> Locates the code red packet for work area. Locates hospital call code definitions on back of employee ID badge. Locates Emergency Preparedness Plan within work area. Responds to hospital emergency call codes appropriately. Indicates emergency evacuation routes from work area. 	Personnel Policy #601	
5. Medical Equipment	<ol style="list-style-type: none"> Locates Clinical Engineering inspection sticker on at least one piece of equipment in work area. Reports medical equipment problems to supervisor within five minutes of discovery. Maintains assigned equipment. 	Personnel Policy #601	
6. Utilities	<ol style="list-style-type: none"> Reports utility problems (e.g. water, electric, etc.) to supervisor or Engineering (ext. 6188) within five minutes of discovery. 		

V. Job-Related Education: The employee completes one hour of job-related education.

Performance Criteria	Resource	EE	ME	NI
1. One hour of job-related education, in addition to Fire & Safety, is completed prior to anniversary date. >2 hours = EE; 1 hour - ME; <1hour = NI		X		

Comments: _____

CORE COMPETENCIES

I. Management of Information: The employee maintains confidentiality of information.

Performance Criteria	Resource	ME	NI
1. No substantiated incidents of breach of confidentiality.	Personnel Policy #706	X	

Comments: _____

II. Environment of Care: The employee contributes to a safe and secure environment in patient care and other work areas.

Critical Behavior	Performance Criteria	Resource	ME	NI
1. Life Safety/Safety	No substantiated violations of life safety guidelines.	Personnel Policy #601/#608	X	
2. Security	Wears employee ID badge at all times during work shift.	Personnel Policy #704	X	

Comments: _____

III. Performance Improvement: The employee participates in organizational and individual performance improvement efforts.

Performance Criteria	Resource	EE	ME	NI
1. Recommends to supervisor at least one way to perform his/her job better. 2 recommendations = exceeds expectations; 1 recommendation = meets expectations; 0 recommendations = needs improvement	Personnel Policy #223	X		

Comments: _____

IV. Guest Relations: The employee demonstrates courtesy in all activities and interactions in the work environment.

Performance Criteria	Resource	ME	NI
1. No substantiated violations of guest relations policy.	Personnel Policy #708	X	

Comments: _____

V. Patient Rights: Employee demonstrates respect for patient rights.

Performance Criteria	Resource	ME	NI
1. No substantiated violations of patient rights.	Administrative Policy: Patient Rights and Responsibilities	X	

Comments: _____

VI. Age-Specific Behaviors: The employee uses behavior appropriate to the age and developmental level of the guest or patient.

Critical Behaviors	Performance Criteria	Resource	ME	NI
1. Children (6 - 12 years)	1. Defines and reinforces behavior limits. 2. Involves parent(s) in planning. 3. Uses language appropriate to child's age and developmental level.	Erikson's Developmental Model	X	
2. Adolescents (13 - 18 years)	1. Speaks directly to the guest/patient in simple terms. 2. Allows the guest/patient to take control and make some decisions independently. 3. Responds in a non-defensive manner if adolescent demonstrates resistance.	Erikson's Developmental Model	X	
3. Older Adults (>65 years)	1. Focuses light directly on objects due to decreased visual acuity. 2. Speaks about one item or issue at a time. 3. Provides guest/patient the necessary amount of time for decision-making, verbal expression and activities requiring movement. 4. Addresses patient using last name (Mr./Ms. Jones) or patient preference.	Erikson's Developmental Model	X	

Comments: *Dianne has excellent motivational skills and learns very easily. She is most adaptable.*

ADDITIONAL/SUMMARY COMMENTS

Dianne has been very enthusiastic and energetic during her transition into the nursing supervisor role. She is helpful and courteous to staff and patients.

Opportunities: Take time to acclimate into the psychiatric setting. This will be a good time to slow down and learn.

Continue to utilize resources: books, videos, etc. to learn more about the psychiatric milieu & age specific modalities.

Dianne has excellent nursing skills and is very loyal to the mission of the organization. It is a pleasure working with Dianne and I am grateful to have her on our management team.

EMPLOYEE PERFORMANCE REVIEW

021 0780

GENERAL INFORMATION	TYPE REPORT <input checked="" type="checkbox"/> PROBATIONARY (CS/NCS union covered) <input type="checkbox"/> PROBATIONARY (CS non-union)	INTERIM <input type="checkbox"/>	ANNUAL <input type="checkbox"/>
EMPLOYEE NAME MCADAMS-JONES, DIANNE	AGENCY 021 PUBLIC WELFARE	EMPLOYEE NUMBER 506962	
CLASS TITLE REGSTED NRS SPVR	<input checked="" type="checkbox"/> SUPERVISOR <input type="checkbox"/> NON-SUPERVISOR	STATUS <input checked="" type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> NCS <input type="checkbox"/> SM	
ORGANIZATION 0780 WHITE HAVEN CENTER	RATING PERIOD FROM 05/08/00 TO 01/24/01		

GENERAL INSTRUCTIONS

Verify/Complete General Information. Indicate whether employee is a supervisor or non-supervisor.

Review the employee's job description for the rating cycle. Review/discuss job standards (expectations/objectives/duties), to ensure appraisal relates to the specific responsibilities, job assignments and standards which have been conveyed to the employee for the rating cycle. Update the job description and essential job functions for the next rating cycle.

Indicate when you conveyed job standards to the employee and when progress review(s) was conducted.

~~Base the appraisal on the employee's performance during the entire review period, not isolated incidents or performance prior to current review period.~~

The comments sections should be used to: support performance ratings, indicate problem areas and provide guidance to employees on how to improve performance. Comments MUST be provided for outstanding, needs improvement and unsatisfactory rating, but are highly recommended for all other ratings. (ATTACH ADDITIONAL 8 1/2 X 11 PAPER IF NEEDED.)

PERFORMANCE RATING DEFINITIONS

- Outstanding: Results are achieved on a consistent basis and significantly surpass job standards.
- Commendable: The employee clearly exceeds job standards on a regular basis and demonstrates a high degree of initiative and quality of work.
- Satisfactory: The employee meets the standards of the employee's job in a fully adequate manner.
- Needs Improvement: The employee meets many of the standards of the employee's job in a satisfactory manner. Improvement is expected.
- Unsatisfactory: Excessive performance deficiencies exist and must be corrected.

COMMUNICATION OF PERFORMANCE STANDARDS

1. Performance standards (objectives, duties, expectations, etc.) for this rating period were conveyed to employe on _____ date(s)
2. Progress Review(s) was conducted on _____ date(s) (at least one during rating cycle)

EMPLOYEE NAME:

EMPLOYEE NUMBER:

JOB FACTORS

1. JOB KNOWLEDGE/SKILLS This factor measures the employee's demonstrated knowledge of relevant job information such as: work practices, procedures, resources, policies, and technical information as well as the relationship of work to the organization's mission. Possession of essential skills required to perform the job also are measured.

Table with 5 columns: OUTSTANDING, COMMENDABLE, SATISFACTORY, NEEDS IMPROVEMENT, UNSATISFACTORY. Includes descriptions for each rating and a handwritten 'X' in the Satisfactory column.

Comment:

2. WORK RESULTS This factor measures the employee's demonstrated ability to meet established expectations of quality and quantity within established time frames.

Table with 5 columns: OUTSTANDING, COMMENDABLE, SATISFACTORY, NEEDS IMPROVEMENT, UNSATISFACTORY. Includes descriptions for each rating and a handwritten 'X' in the Commendable column.

Handwritten comment: 'Diage was instrumental in...'

3. COMMUNICATIONS This factor measures the employee's demonstrated ability to exchange information with others clearly and concisely, to provide information to others on a timely basis within and outside the organization, and to listen, organize, and present thoughts logically and in a clear, concise manner, both orally and in writing.

Table with 5 columns: OUTSTANDING, COMMENDABLE, SATISFACTORY, NEEDS IMPROVEMENT, UNSATISFACTORY. Includes descriptions for each rating and a handwritten 'X' in the Satisfactory column.

Comment:

4. INITIATIVE/PROBLEM SOLVING This factor measures the employee's demonstrated ability to perform work without specific instruction beyond that normally provided by a supervisor and within established limits of responsibility and authority. It also assesses the employee's ability to determine what needs to be done within available resources and to pursue appropriate means of accomplishing tasks.

Table with 5 columns: OUTSTANDING, COMMENDABLE, SATISFACTORY, NEEDS IMPROVEMENT, UNSATISFACTORY. Includes descriptions for each rating and a handwritten 'X' in the Satisfactory column.

Comment:

EMPLOYEE NAME:

EMPLOYEE NUMBER:

JOB FACTORS

5. INTERPERSONAL RELATIONS/EQUAL EMPLOYMENT OPPORTUNITY This factor measures the employee's demonstrated ability to develop and maintain positive and constructive internal/external relationships. Consideration should be given to the employee's demonstrated willingness to function as a team player, give and receive constructive criticism, resolve conflicts, recognize needs and sensitivities of others and treat others in a fair and equitable manner. Supervisors also are to be assessed on their demonstrated commitment to equal employment opportunity.

OUTSTANDING	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Consistently promotes and maintains harmonious work environment. Exhibits understanding of needs of others that is reflected in attitude in dealing with them. Is respected and trusted. Actively promotes/adheres to EEO program activities/requirements.	Maintains cooperative and positive work relationships. Handles conflict constructively. Promotes team work and cooperation, and fair and equitable treatment of others. Promotes/adheres to EEO program activities and requirements.	Interacts in a cooperative, positive manner. Avoids disruptive behavior. Deals appropriately with anger, frustration, conflict etc. Treats others fairly and equitably. Adheres to EEO policy/administrative requirements.	Usually gets along with others. Allows personal bias to affect job relationships. Requires occasional reminders regarding needs and sensitivities of others. Does not consistently adhere to EEO policy/administrative requirements.	Interpersonal relationships are counter productive to work unit functions as described in comments. Generally ignores EEO policy/administrative requirements.

Comments:

6. WORK HABITS This factor measures the employee's demonstrated ability to utilize proper conduct, speech and ethical behavior in the work environment. Compliance with Commonwealth workplace policies and procedures such as attendance, punctuality, safety, security, housekeeping and other norms are assessed, as well as proper care and maintenance of assigned equipment.

OUTSTANDING	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Work is planned/organized to cover all phases of job assignments. Work meets/exceeds deadlines and future steps are anticipated. Equipment and supplies are cared for wisely and in accord with procedure. Employee serves as role model for other employees with regard to work rules.	Work is planned/organized to accomplish job assignments effectively and in a timely manner including those of unusual nature. Scheduled meetings/ deadlines are met with few exceptions. Personal care is taken in use of equipment, with minimal waste. Employee adheres to organizational rules and procedures.	Work is planned to meet routine volume and timeliness. Employee adheres to organizational work rules and procedures with rare exceptions. Appropriate care is taken in use of equipment.	Organization and planning of work is infrequently demonstrated. Work often requires revisions resulting in decreased productivity or missed deadlines. Employee needs improvement in complying with rules, regulations and/or care of equipment.	Employee regularly fails to meet expected work results due to lack of effective organization, use of equipment or adherence to established rules/regulations.

Comments:

7. SUPERVISION/MANAGEMENT (Required for all supervisor/managers) This factor measures the supervisor's demonstrated ability to assign work responsibility and authority to subordinates, establish monitoring activities and systems to ensure work progresses to completion, ensure compliance with established procedures/regulations, and take corrective action when necessary. It also assesses the supervisor's adherence to or completion of personnel/administrative requirements, i.e. timely performance evaluations, appropriate discipline, management of overtime, leave etc.

OUTSTANDING	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Manages/supervises employees and work activities to consistently achieve a smooth/timely work flow, high level of quality and quantity. Continuously strives to improve operations, staff and instills team spirit. Consistently complies with personnel/administrative requirements.	Manages/supervises employees to achieve effective and timely work products. Delegates work effectively and appropriately to achieve maximum results. Provides adequate direction and training. Complies with personnel and administrative requirements.	Manages/supervises employees adequately to achieve satisfactory or normal work production and effectiveness. Meets personnel and administrative requirements.	Inconsistent effective supervision or management of staff. At times, fails to direct/train staff within existing means. Less than adequate quality and quantity of production. Inconsistent adherence to personnel and administrative requirements.	Ineffective supervision or management of staff. Fails to establish appropriate monitoring/control activities. Production is poor in quality and/or quantity. Often ignores personnel and administrative requirements.

Comments:

EMPLOYEE NAME:

EMPLOYEE NUMBER:

OVERALL RATING

OUTSTANDING	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
—	—	X	—	—

TRAINING AND DEVELOPMENT RECOMMENDATIONS:

Outservice training for certification
existing nursing skills improve
Outservice related to Developmental Disabilities

COMMENTS AND SIGNATURES

(Attach additional 8 1/2 x 11 paper if necessary)

RATER COMMENTS: (This section should comment on any aspect(s) of employee's performance not covered elsewhere and should explain overall rating)

Diana is a flexible & dependable employee
She has adjusted well in the RN 5
position on second shift. She completes
all assignments without prior to scheduled
time delays. She continues to meet the stand-
ards of the practice.

RATER SIGNATURE:

Lemna Duggan, RN, MA

DATE:

11/29/00

REVIEWER COMMENTS:

Concur with Rating

REVIEWER SIGNATURE:

Mary Lou Cheesman

DATE:

11/29/00

EMPLOYEE COMMENTS:

- I AGREE WITH THIS RATING. I DISAGREE WITH THIS RATING.
- I WOULD LIKE TO DISCUSS THIS RATING WITH MY REVIEWING OFFICER.
- DISCUSSION WITH MY REVIEWING OFFICER OCCURRED _____ (DATE)
- I ACKNOWLEDGE THAT I HAVE READ THIS REPORT AND I HAVE BEEN GIVEN AN OPPORTUNITY TO DISCUSS IT WITH THE RATER; MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.

COMMENTS:

EMPLOYEE'S SIGNATURE:

[Handwritten Signature]

DATE:

11/30/00