

Evaluation instruments / techniques used for review:

- () **Job Description**
- () **Personal Observation**
- () **Personal File**
- () **Required Paperwork**
- () **Provider Surveys**
- () **Attendance**
- () **Staff Handbook**
- () **Prior Evaluation Goals**
- () **Other:** _____

Employee: I certify that this evaluation has been discussed with me, my current job description has been reviewed and I have Been given a copy, and I am able to perform all of the essential functions of my job description at this time. I understand that my signature does not necessarily indicate agreement with the remarks made in my evaluation and may address them under separate cover.

Employee's Signature

Date

Follow-Up requested: () **Yes** () **No**

Date

Evaluator

Date Discussed

Manager

Date

Executive Director or HR Director

Date

Yearly _____

90 Day _____

Site:

Position: _____

Employment with beanstalk is at will. This means that both you and Beanstalk are free to terminate your employment at any time, with or without cause or reason.