

Date \_\_\_\_\_

**COLLEGE LABORATORY TECHNICIAN**  
**ANNUAL EVALUATION REPORT**

Covering the period from September, 20\_\_\_\_ to June, 20\_\_\_\_

Department \_\_\_\_\_

Name of observee \_\_\_\_\_ Rank \_\_\_\_\_  
Last Name, First Name

Name of observer \_\_\_\_\_ Rank \_\_\_\_\_  
Last Name, First Name

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**PLEASE TYPE OR PRINT CLEARLY. ATTACH AN APPROPRIATE JOB DESCRIPTION (additional sheets to be used if necessary; supporting documents should be attached)**

1. Strengths and/or Weakness in Job Performance (be specific):

2. Relationships in Working with Others:

3. Professional Development:

4. Service to College or Community (if appropriate):

5. Recommendation for Improvement (be specific):

6. Evaluation Rating:

**Excellent**\_\_\_\_\_

**Very Good**\_\_\_\_\_

**Satisfactory**\_\_\_\_\_

**Conditional**\_\_\_\_\_  
**(to be used in first year only)**

**Unsatisfactory**\_\_\_\_\_

**I have read and been given a copy of a the above report and so signify by my signature. I understand that I may attach additional comments to this document.**

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature of observer

\_\_\_\_\_  
date

\_\_\_\_\_  
Department chair/designee  
1/04

\_\_\_\_\_  
date