

P erformance Appraisal

PLEASE PRINT

Employee Name _____ Position _____
LAST FIRST MIDDLE

Department _____ Employee/Payroll # _____

Reason for Review Annual Promotion Peer Appraisal Unsatisfactory Performance
 Merit End of Introductory Period Other _____

Date employee began present position ____/____/____ Date of last appraisal ____/____/____ Scheduled appraisal date ____/____/____

Instructions: Clearly evaluate the major objectives the employee was expected to accomplish and to what extent these objectives were met. Check rating circle to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding points circle. Points will be totaled and averaged for an overall performance score.

Performance Definitions

Rating: Considering all factors, check the definition which best describes the employee's overall performance.

O - Outstanding: This rating best describes a level of accomplishment that goes well beyond reasonable but demanding standards of performance, especially in the key, critical areas of major responsibilities.

G - Good: This rating is reserved for those who clearly demonstrate performance which meets all the requirements of the position in terms of quality and quantity of output.

I - Improvement Needed: This rating best describes employees who have the ability to complete most assignments, however, the need for improvement and further development is clearly recognized.

U - Unsatisfactory: This category includes the noticeably less than acceptable. Performance of those whose work in terms of quality and quantity is obviously below job requirements, even when close supervision has been provided.

GENERAL FACTORS	RATING	SCALE	POINTS	COMMENTS
1. General Quality of Work: Evaluate the employee's accuracy, attention to detail, originality, and degree of supervision needed to accomplish tasks.	<input type="radio"/> O	90 - 100	○	_____
	<input type="radio"/> G	80 - 89		
	<input type="radio"/> I	70 - 79		
	<input type="radio"/> U	60 - 69		
2. Quantity of Work: Evaluate the quantity of work turned out and the promptness with which it is completed.	<input type="radio"/> O	90 - 100	○	_____
	<input type="radio"/> G	80 - 89		
	<input type="radio"/> I	70 - 79		
	<input type="radio"/> U	60 - 69		
3. Job Knowledge: Evaluate the degree to which an employee possesses the practical/technical knowledge required on the job.	<input type="radio"/> O	90 - 100	○	_____
	<input type="radio"/> G	80 - 89		
	<input type="radio"/> I	70 - 79		
	<input type="radio"/> U	60 - 69		
4. Reliability: Evaluate an employee's attentiveness, ability to follow instructions, and ability to meet deadlines.	<input type="radio"/> O	90 - 100	○	_____
	<input type="radio"/> G	80 - 89		
	<input type="radio"/> I	70 - 79		
	<input type="radio"/> U	60 - 69		
5. Attendance: Evaluate the degree to which an employee is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record.	<input type="radio"/> O	90 - 100	○	_____
	<input type="radio"/> G	80 - 89		
	<input type="radio"/> I	70 - 79		
	<input type="radio"/> U	60 - 69		
6. Independence: Evaluate the degree to which an employee performs work with little or no supervision.	<input type="radio"/> O	90 - 100	○	_____
	<input type="radio"/> G	80 - 89		
	<input type="radio"/> I	70 - 79		
	<input type="radio"/> U	60 - 69		

GENERAL FACTORS	RATING	SCALE	POINTS	COMMENTS
7. Creativity: <i>Evaluate the degree to which an employee proposes ideas, finds new and better ways of doing things.</i>	<input type="radio"/> O <input type="radio"/> G <input type="radio"/> I <input type="radio"/> U	90 - 100 80 - 89 70 - 79 60 - 69	<input type="radio"/>	_____ _____ _____
8. Initiative: <i>The degree to which an employee seeks out new assignments and assumes additional duties when necessary.</i>	<input type="radio"/> O <input type="radio"/> G <input type="radio"/> I <input type="radio"/> U	90 - 100 80 - 89 70 - 79 60 - 69	<input type="radio"/>	_____ _____ _____
9. Adherence to Company Rules: <i>The degree to which an employee follows policies and procedures regarding safety, security, other regulations and adheres to company policies.</i>	<input type="radio"/> O <input type="radio"/> G <input type="radio"/> I <input type="radio"/> U	90 - 100 80 - 89 70 - 79 60 - 69	<input type="radio"/>	_____ _____ _____
10. Personality: <i>Evaluate the employee's cooperativeness, decision making skills, ability to work for and with others and ability to handle confrontations.</i>	<input type="radio"/> O <input type="radio"/> G <input type="radio"/> I <input type="radio"/> U	90 - 100 80 - 89 70 - 79 60 - 69	<input type="radio"/>	_____ _____ _____
11. Communication Skills: <i>Evaluate the employee's ability to use language effectively, ability to express ideas clearly and grammatically, command of oral and written language, and ability to explain concepts to others.</i>	<input type="radio"/> O <input type="radio"/> G <input type="radio"/> I <input type="radio"/> U	90 - 100 80 - 89 70 - 79 60 - 69	<input type="radio"/>	_____ _____ _____

Rate employee's overall performance in comparison to position duties and responsibilities.

- Outstanding 90 - 100
- Good 80 - 89
- Improvement Needed 70 - 79
- Unsatisfactory 60 - 69

Total Points ÷ Number of Factors Rated = Overall Rating

General Comments

Overall Accomplishments _____

Goals for Improvements _____

Developmental Needs _____

Absences: Frequency _____ Number of days _____

Employee Comments

Discussed with Employee Yes No

Discussion date ____/____/____

Next Review date ____/____/____

Employee's Signature _____ Date ____/____/____

Evaluator's Signature _____ Date ____/____/____