

Performance Appraisal

Employee Name _____ Title _____

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: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box 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 box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings

O - Outstanding - Performance is exceptional in all areas and is recognizable as being far superior to others.

V - Very Good - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

G - Good - Competent and dependable level of performance. Meets performance standards of the job.

I - Improvement Needed - Performance is deficient in areas. Improvement is necessary.

U - Unsatisfactory - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

N/A - Not Applicable or too soon to rate.

| General Factors | Rating | Scale | Supportive Details or Comments |
|--|----------------------------|----------|---|
| 1. Quality - The extent to which an employee's work is accurate, thorough and neat. | O <input type="checkbox"/> | 100-90 | Points |
| | V <input type="checkbox"/> | 89-80 | <input style="width: 50px; height: 50px;" type="text"/> |
| | G <input type="checkbox"/> | 79-70 | |
| | I <input type="checkbox"/> | 69-60 | |
| | U <input type="checkbox"/> | Below 60 | |
| 2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time. | | | |
| 3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job. | O <input type="checkbox"/> | 100-90 | Points |
| | V <input type="checkbox"/> | 89-80 | <input style="width: 50px; height: 50px;" type="text"/> |
| | G <input type="checkbox"/> | 79-70 | |
| | I <input type="checkbox"/> | 69-60 | |
| | U <input type="checkbox"/> | Below 60 | |
| 4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up. | | | |
| 5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. | O <input type="checkbox"/> | 100-90 | Points |
| | V <input type="checkbox"/> | 89-80 | <input style="width: 50px; height: 50px;" type="text"/> |
| | G <input type="checkbox"/> | 79-70 | |
| | I <input type="checkbox"/> | 69-60 | |
| | U <input type="checkbox"/> | Below 60 | |
| 6. Independence - The extent to which an employee performs work with little or no supervision. | O <input type="checkbox"/> | 100-90 | |
| | V <input type="checkbox"/> | 89-80 | <input style="width: 50px; height: 50px;" type="text"/> |
| | G <input type="checkbox"/> | 79-70 | |
| | I <input type="checkbox"/> | 69-60 | |
| | U <input type="checkbox"/> | Below 60 | |

Performance Appraisal

| General Factors | Rating | Scale | Supportive Details or Comments | |
|--|--------|--------------------------|---|---|
| 7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things. | O | <input type="checkbox"/> | 100-90 | Points |
| | V | <input type="checkbox"/> | 89-80 | <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> |
| | G | <input type="checkbox"/> | 79-70 | |
| | I | <input type="checkbox"/> | 69-60 | |
| | U | <input type="checkbox"/> | Below 60 | |
| | | | | |
| 8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary. | O | <input type="checkbox"/> | 100-90 | Points |
| | V | <input type="checkbox"/> | 89-80 | <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> |
| | G | <input type="checkbox"/> | 79-70 | |
| | I | <input type="checkbox"/> | 69-60 | |
| | U | <input type="checkbox"/> | Below 60 | |
| | | | | |
| 9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies. | O | <input type="checkbox"/> | 100-90 | Points |
| | V | <input type="checkbox"/> | 89-80 | <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> |
| | G | <input type="checkbox"/> | 79-70 | |
| | I | <input type="checkbox"/> | 69-60 | |
| | U | <input type="checkbox"/> | Below 60 | |
| | | | | |
| 10. Interpersonal Relationships - The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. | O | <input type="checkbox"/> | 100-90 | Points |
| | V | <input type="checkbox"/> | 89-80 | <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> |
| | G | <input type="checkbox"/> | 79-70 | |
| | I | <input type="checkbox"/> | 69-60 | |
| | U | <input type="checkbox"/> | Below 60 | |
| | | | | |
| 11. Judgment - The extent to which an employee demonstrates proper judgment and decision making skills where necessary. | O | <input type="checkbox"/> | 100-90 | Points |
| | V | <input type="checkbox"/> | 89-80 | <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> |
| | G | <input type="checkbox"/> | 79-70 | |
| | I | <input type="checkbox"/> | 69-60 | |
| | U | <input type="checkbox"/> | Below 60 | |
| | | | | |
| Rate employee's overall performance in comparison to position duties and responsibilities. | | | <input type="checkbox"/> Outstanding 100-90 <input type="checkbox"/> Very Good 89-80 <input type="checkbox"/> Good 79-70 <input type="checkbox"/> Improvement Needed 69-60 <input type="checkbox"/> Unsatisfactory Below 60 | |
| Total Points <input style="width: 40px;" type="text"/> ÷ Number of Factors Rated <input style="width: 40px;" type="text"/> = <input style="width: 40px;" type="text"/> Overall Rating | | | | |

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review:

2. Specific areas of needed improvement:

3. Recommendations for professional development (seminars, training, schooling, etc)

4. Absences: Number of incidents: _____ Number of days: _____

Additional Employee Comments:

Discussed with individual on: _____ Follow-up requested/desired Yes No Follow-up Date: _____

Employee's Signature * _____ Date _____

* I acknowledge that this performance evaluation has been discussed with me.

Evaluator's Signature _____ Date _____