

# Performance

## Appraisal

PLEASE PRINT

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Employee Payroll #: \_\_\_\_\_

Reason for Review:  Annual  Promotion  Peer Appraisal  Unsatisfactory Performance  Merit  
 End of Introductory Period  Other \_\_\_\_\_

Date employee began in present position: \_\_\_\_\_ Date of last appraisal: \_\_\_\_\_ Scheduled appraisal date: \_\_\_\_\_

Instructions: Carefully evaluate employee's work performance in relations to the essential functions of the job. Check Rating box that indicates 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.

**O – Outstanding.** Performance is exceptional in all areas and is recognizable as being as 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 certain 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 Acceptable or too soon to rate.**

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

**7. Creativity** – The extent to which an employee proposes ideas, finds new and better ways of doing things.

O  100-90  
 V  89-80  
 G  79-70  
 I  69-60  
 U  Below 60

**8. Initiative** – The extent to which an employee seeks out new assignments and assumes additional duties when necessary

O  100-90  
 V  89-80  
 G  79-70  
 I  69-60  
 U  Below 60

**9. Adherence to Policy** – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policy.

O  100-90  
 V  89-80  
 G  79-70  
 I  69-60  
 U  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  100-90  
 V  89-80  
 G  79-70  
 I  69-60  
 U  Below 60

**11. Judgment** – The extent to which an employee demonstrates proper judgment and decision making skills when necessary.

O  100-90  
 V  89-80  
 G  79-70  
 I  69-60  
 U  Below 60

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

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

Total Points \_\_\_\_\_ / Number of Factors Rated \_\_\_\_\_ = \_\_\_\_\_ 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 \_\_\_\_\_

**Employees Comments\***

\* If necessary, additional sheets may be attached.

Discussed with individual on \_\_\_\_\_ Employee's Signature \_\_\_\_\_

\*I acknowledge that is Performance Appraisal was discussed with me.

Follow-up requested/desired \_\_\_\_\_ Yes No Follow-up Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_