

Performance Appraisal

Employee's Name _____ Supervisor _____

Department _____ Job Title _____

Reason For Review: **Quarterly Review Sheet**

Date of this Performance Appraisal _____ Rating Period _____ to _____

Instructions Carefully evaluate employee's work performance in relation to current job requirements.

Check box to indicate the employee's performance. See reverse for definition of terms. Indicate N/A if not applicable.

GENERAL FACTORS	RATING		SUPPORTIVE DETAILS OR COMMENTS
1. QUALITY - The accuracy, thoroughness, and acceptability of work performed.	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____
2. Productivity - The quality and efficiency of work produced in a specified period of time.	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____
3. Job Knowledge - The practical/technical skills and information used on the job.	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____
4. Reliability - The extent to which an employee can be relied upon regarding tasks completion and follow up.	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____
5. Availability - The extent to which an employee is punctual, observes prescribed work break/meal periods and the overall attendance record.	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____
6. Independence - The extent of work performed with little or no supervision	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____
7. Initiative - The extent to which an employee seeks out new assignments and expands capabilities, personally and professionally.	()	o	_____
	()	v	_____
	()	g	_____
	()	l	_____
	()	u	_____

GENERAL FACTORS	RATING		SUPPORTIVE DETAILS OR COMMENTS
8. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and observes good housekeeping practices.	()	o	
	()	v	
	()	g	
	()	l	
	()	u	
9. Interpersonal Relationships - The willingness and demonstrated ability to cooperate, work and communicate with coworkers, supervisors, subordinates, and/or outside contacts.	()	o	
	()	v	
	()	g	
	()	l	
	()	u	
10. Behavior Pattern - The stability, courtesy, personal appearance and judgement demonstrated on the job.	()	o	
	()	v	
	()	g	
	()	l	
	()	u	

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review

2. Specific areas of improvement needed.

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

4. Rate employee's overall performance in comparison to position specifications. (check one)

() Outstanding () Very Good () Good () Improvement Needed () Unsatisfactory () Not Rated

Rating Identification

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

V = **Very Good** - Results clearly exceeded most position requirements. Performance is of high quality and is achieved on a constant 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 = **Not Rated** - Not applicable or too soon to rate.

Discussed with individual on

Follow-up requested/desired

No Yes

Employee's Signature *

Follow up Date:

Evaluator's Signature

Date

Evaluator's Supervisor's Signature

Date

* If employee disagrees with the appraisal he/she may attach appropriate comments.