

# Management Performance Appraisal Form

Employee Information:	
Name:	Review Date:
Title:	Department:
Appraisal Period:	Appraised By:

Rating Definitions:
<p><b>Unsatisfactory:</b> Performance consistently fails to meet minimum position requirements, employee lacks skills required or fails to utilize necessary skills</p> <p><b>Inconsistent:</b> Performance meets some but not all position requirements.</p> <p><b>Proficient:</b> Performance consistently meets position requirements.</p> <p><b>Highly Effective:</b> Performance exceeds requirements and standards for the position.</p> <p><b>Exceptional:</b> Performance is consistently superior and significantly exceeds position requirements.</p> <p><b>N/A:</b> Not applicable.</p>

Knowledge and Productivity Skills Review:	
<b>Job Knowledge:</b> Shows comprehensive knowledge of skills needed to carry out responsibilities of the job.	
<b>Technical Knowledge:</b> Applies specialized knowledge gained through training and experience; keeps informed of new developments in the field; shares relevant information with others.	
<b>Quality of Work:</b> Work is clear, well organized, accurate, performed as directed, and conforms to established standards.	
<b>Quantity of Work:</b> Overall productivity is at a level necessary to perform all aspects of the job.	
<b>Dependability and Reliability:</b> Conscientious, responsible, reliable with respect to attendance and work completion.	

Comments on knowledge and productivity skills:
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Initiative and Problem-Solving Skills Review:	
<b>Initiative:</b> Originates or develops ideas or gets things started; shows willingness to tackle new challenges, seeks additional assignments, responds to unusual or particularly demanding situations.	
<b>Problem Solving and Decision Making:</b> Shows ability to obtain information needed to make a decision; exercises sound judgment; shows decisiveness in recommending or taking action.	
<b>Flexibility and Adaptability:</b> Adjusts to new assignments and changing workloads, working to maximum potential.	

Comments on initiative and problem-solving skills:
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**Communication Skills Review:**

**Oral Communication:** Communications are clear, effective, and appropriate for the audience.

**Written Communication:** Communications are clear, effective, concise, and well organized.

**Working with Others:** Cooperates with other individuals and groups internally and externally, as appropriate; solicits, understands, and respects the opinions of others.

Comments on communication skills:

**Organizational Skills Review: (Omit this section if not applicable.)**

**Planning:** Accurately forecasts relevant operating and business conditions; establishes productive objectives, strategies, and plans; develops effective budgets; establishes priorities; develops efficient work schedules and plans.

**Financial Management:** Plans and works within budget; effectively implements cost-saving procedures; effectively monitors expenditures.

**Business Relationships:** Establishes and maintains effective business relationships within the context of the individual job responsibility. As appropriate, demonstrates effective business acquisitions skills, including participation in proposal writing and new product development.

Comments on organizational skills:

**Management Skills Review: (Omit this section if not applicable.)**

**Leadership:** Motivates employees to maximize company's goals and objectives; delegates tasks and authority in a manner that enables employees to fulfill their responsibilities; sets the standard for peers and other employees.

**Staff Development:** Effectively trains new employees and, when appropriate, cross-trains existing staff; initiates retraining; performs timely performance appraisals and ensures that appropriate goals are set.

**Staff Utilization:** Ensures that all employees are treated fairly and with respect; develops human resource plans that meet anticipated needs and that enhance individual growth; complies with established personnel policies and procedures.

Comments on management skills:

**Comments on Goals:**

1.

2.

3.

4.

**Overall Evaluation:**

Overall rating on performance skills and goal attainment.

Additional comments:

**Professional Development:** (To be completed by manager and employee during appraisal.)

What is the employee's growth potential? Be as specific as possible.

What future education, training, skills, or work assignments will help the employee reach his/her ultimate potential?

What newly acquired skills, education, or training has the employee acquired since his/her last review?

**Job Description:**

Please review the employee's most current job description and update with changes as accurately as possible. Attach revised job description to this appraisal and send copy to Human Resources.

**Acknowledgements:**

Employee Signature:

Date:

Department Manager:

Date:

Human Resources:

Date: