

Performance Appraisal Form

Employee Information:

| | |
|-------------------|---------------|
| Name: | Review Date: |
| Title: | Department: |
| Appraisal Period: | Appraised By: |

Rating Definitions:

N/A: Not applicable.

Unsatisfactory: Performance consistently fails to meet minimum position requirements, employee lacks skills required or fails to utilize necessary skills

Inconsistent: Performance meets some but not all position requirements.

Proficient: Performance consistently meets position requirements.

Highly Effective: Performance frequently exceeds position requirements.

Exceptional: Performance is consistently superior and significantly exceeds position requirements.

Knowledge and Productivity Skills Review:

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

Comments on knowledge and productivity skills:

Initiative and Problem-Solving Skills Review:

| | N/A | U | I | P | H | E |
|--|-----|---|---|---|---|---|
| Initiative: Originates or develops ideas or gets things started; shows willingness to tackle new challenges, seeks additional assignments, responds to unusual or particularly demanding situations | | | | | | |
| Problem Solving and Decision Making: Shows ability to obtain information needed to make a decision; exercises sound judgment; shows decisiveness in recommending or taking action. | | | | | | |
| Flexibility and Adaptability: Adjusts to new assignments and changing workloads, working to Maximum potential. | | | | | | |

Comments on initiative and problem-solving skills:

Communication Skills Review:

| | N/A | U | I | P | H | E |
|---|-----|---|---|---|---|---|
| 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:

Professionalism

| | N/A | U | I | P | H | E |
|---|-----|---|---|---|---|---|
| Responsible: Is trustworthy and demonstrates confidentiality. | | | | | | |
| Resilient: Displays flexibility in adapting to change. | | | | | | |
| Attire: Consistently dresses neatly and appropriately. | | | | | | |
| Cooperation: Displays a high degree of dedication and a willingness to be a team member. | | | | | | |
| Influence: Demonstrates an attitude that consistently contributes to high morale. | | | | | | |

Comments on professionalism skills:

Attendance

| | N/A | U | I | P | H | E |
|--|-----|---|---|---|---|---|
| Attendance is good; strives to be at work. | | | | | | |
| Is punctual and observes guidelines for lunch hour and breaks; makes good use of time. | | | | | | |

Comments on attendance:

Goals and Objectives: (include time period to be completed)

1.

2.

3.

4.

Overall Evaluation:

| | U | I | P | H | E |
|---|---|---|---|---|---|
| Overall rating on performance skills and goal attainment. | | | | | |

Additional comments:

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?

Comments on Self-Appraisal Worksheet:

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: |

Current Rate: _____

Rate Increase: _____

New Rate: _____