

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: