

# Performance Appraisal

PLEASE PRINT

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

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

Reason for Review  Annual  Promotion  Unsatisfactory Performance  
 Merit  End of Probation Period  Other \_\_\_\_\_

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

**Instructions:** Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate 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.

## Definitions of Performance Ratings

**O - Outstanding** - Performance is exceptional in all areas and is recognizable as being 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 Applicable** or too soon to rate.

General Factors	Rating	Scale	Points	Supportive Details or Comments
1. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.		100-90	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span>V</span> <span>O</span> <span>G</span> <span>I</span> <span>U</span> </div>	<hr/> <hr/> <hr/> <hr/> <hr/>
		89-80		
		79-70		
		69-60		
		Below 60		
2. <b>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	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span>V</span> <span>O</span> <span>G</span> <span>I</span> <span>U</span> </div>	<hr/> <hr/> <hr/> <hr/> <hr/>
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/>	100-90	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span>V</span> <span>O</span> <span>G</span> <span>I</span> <span>U</span> </div>	<hr/> <hr/> <hr/> <hr/> <hr/>
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow up.	O <input type="checkbox"/>	100-90	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span>V</span> <span>O</span> <span>G</span> <span>I</span> <span>U</span> </div>	<hr/> <hr/> <hr/> <hr/> <hr/>
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	<input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
5. <b>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	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span>V</span> <span>O</span> <span>G</span> <span>I</span> <span>U</span> </div>	<hr/> <hr/> <hr/> <hr/> <hr/>
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	<input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.	O <input type="checkbox"/>	100-90	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span>V</span> <span>O</span> <span>G</span> <span>I</span> <span>U</span> </div>	<hr/> <hr/> <hr/> <hr/> <hr/>
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		

General Factors	Rating	Scale	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	U		Points <input type="text"/>
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O V G U	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O V G U	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>
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 V G I U	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O V G I U	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>

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.**

- Accomplishments or new abilities demonstrated since last review \_\_\_\_\_
- Specific areas of needed improvement \_\_\_\_\_
- Recommendations for professional development (seminars, training, schooling, etc.) \_\_\_\_\_
- Absences: *from meetings;* Number of incidents \_\_\_\_\_ Number of days \_\_\_\_\_

**Additional Employee Comments**

Discussed with individual on     /    /     Employee's Signature\* \_\_\_\_\_  
\*I acknowledge that this Performance Appraisal was discussed with me.

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

Evaluator's Signature \_\_\_\_\_ Date     /    /    

