***Please note: The information provided in this form is for informational purposes only. Before implementing any policies or procedures or taking any other legal action, please consult legal and human resources professionals.***

# PERFORMANCE APPRAISAL FORM

**Employee Name:**_____
**Job Title:**_____ **Date of Appraisal:**_____
**Hire Date:**_____ **Reviewed By:**_____

**PERFORMANCE RATINGS:**

**5 = EXCEPTIONAL**: Consistently meets and often exceeds all relevant performance standards. Provides leadership; fosters teamwork; is highly productive, innovative, and responsive; and generates top quality work.
**4 = EXCEEDS EXPECTATIONS**: Consistently meets and sometimes exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical and interpersonal skills or has achieved significant improvement in these areas.
**3 = MEETS EXPECTATIONS**: Meets all relevant performance standards. Seldom exceeds or falls short of desired results. Still learning the scope of the job.
**2 = BELOW EXPECTATIONS**: Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly or employee has not sustained adequate improvement since the last performance review.
**1 = NEEDS IMPROVEMENT**: Consistently falls short of performance standards.

**PERFORMANCE CRITERIA:**

| **JOB KNOWLEDGE** | **COMMENTS** |
|---|---|
| Demonstrates knowledge of the organization and requirements of position.<br><br>Rating:___ | |
| **PRODUCTIVITY** | **COMMENTS** |
| Work is completed in a timely and accurate manner; employee makes effective use of available resources.<br><br>Rating:___ | |
| **PLANNING & ORGANIZING** | **COMMENTS** |
| Performs tasks in an organized and efficient manner; ability to handle multiple tasks simultaneously; makes effective use of time.<br><br>Rating:___ | |
| **QUALITY OF WORK** | **COMMENTS** |
| Demonstrates competence in required job skills; work is thorough and consistent; adheres to organization's guidelines.<br><br>Rating:___ | |

| INITIATIVE | COMMENTS |
|---|---|
| Demonstrates initiative and “self-starter” attitude; seeks help when needed; makes practical suggestions for improvements; can adapt to changes when necessary.<br><br>Rating:___ | |
| **COMMUNICATION** | **COMMENTS** |
| Effectively expresses thoughts and ideas (written and verbal); keeps managers and/or coworkers informed of work progress.<br><br>Rating:___ | |
| **ATTENDANCE & PUNCTUALITY** | **COMMENTS** |
| Arrives to work promptly; stays late if necessary to complete tasks; exhibits good attendance record.<br><br>Rating:___ | |
| **INTERPERSONAL RELATIONSHIPS** | **COMMENTS** |
| Maintains positive relationships with management and coworkers; works well with others to accomplish the goals of the organization.<br><br>Rating:___ | |
| **JUDGMENT & DECISIONMAKING** | **COMMENTS** |
| Makes sound decisions based on facts and circumstances; evaluates alternatives before making a decision.<br><br>Rating:___ | |

**OVERALL RATING: ____**
**GENERAL COMMENTS ON PERFORMANCE:**
Describe the employee’s strengths and areas needing improvement.

_____
_____
_____
_____

**OBJECTIVES—TRAINING AND DEVELOPMENT:**
Evaluate and attach objectives from the prior review period, if applicable. For the next review period, describe below the mutually agreed upon objectives that the employee will be expected to achieve (include recommendations for further training and development).

_____
_____
_____
_____
_____
_____
_____

**SALARY REVIEW:**
Is a salary increase recommended? Yes___ No___

**SIGNATURES:**
Supervisor/Manager: _____ Date:_____
Approved by: _____ Date:_____
HR Review: _____ Date:_____

**EMPLOYEE ACKNOWLEDGEMENT:**
I have read and discussed my performance evaluation with my supervisor.
Employee Signature: _____ Date:_____

**EMPLOYEE COMMENTS:**

_____
_____
_____
_____
_____
_____
_____

February 2002