

EMPLOYEE PERFORMANCE APPRAISAL

COMPANY NAME _____

EMPLOYEE NAME _____ DATE _____

TITLE _____ DEPARTMENT _____

APPRAISAL PERIOD - FROM: _____ TO: _____

A periodic Employee Performance Appraisal is used by this Company to objectively evaluate an employee's past performance. After the completion of this Appraisal, it should be reviewed and discussed with the employee.

This Appraisal has been divided into four areas: 1) Primary Abilities
2) General Job Skills 3) Management Traits 4) Overall Performance.

The following ranking system should be applied as objectively as possible within each area:

- ① Outstanding: Excellent performance that far exceeds the job's requirements.
- ② Very good: Above average performance that exceeds the job's requirements.
- ③ Average: Acceptable performance that meets the job's requirements.
- ④ Below average: Minimally acceptable performance that meets some of the job's requirements.
- ⑤ Unsatisfactory: Unacceptable performance that does not meet the job's requirements.

AREA 1 - PRIMARY ABILITIES

A. Absenteeism and Tardiness

CIRCLE RANKING

- | | | | | | |
|---------------------------------|---|---|---|---|---|
| 1. Works required days. | 1 | 2 | 3 | 4 | 5 |
| 2. Works required hours. | 1 | 2 | 3 | 4 | 5 |
| 3. Reports to work on time. | 1 | 2 | 3 | 4 | 5 |
| 4. Returns from breaks on time. | 1 | 2 | 3 | 4 | 5 |

B. Attitude:

CIRCLE RANKING

- | | | | | | |
|--|---|---|---|---|---|
| 1. Exhibits a positive attitude. | 1 | 2 | 3 | 4 | 5 |
| 2. Shows initiative. | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates dependability. | 1 | 2 | 3 | 4 | 5 |
| 4. Accepts direction from qualified sources. | 1 | 2 | 3 | 4 | 5 |
| 5. Displays commitment and involvement. | 1 | 2 | 3 | 4 | 5 |
| 6. Interacts well with co-workers. | 1 | 2 | 3 | 4 | 5 |

C. Learning Ability:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Understands and applies instructions. | 1 | 2 | 3 | 4 | 5 |
| 2. Knows and applies Company policies. | 1 | 2 | 3 | 4 | 5 |

AREA 2 - GENERAL JOB SKILLS

A. Knowledge:

CIRCLE RANKING

- | | | | | | |
|---|---|---|---|---|---|
| 1. Knows and understands the specific requirements of the job. | 1 | 2 | 3 | 4 | 5 |
| 2. Displays the ability to perform the technical skills required by this job. | 1 | 2 | 3 | 4 | 5 |

B. Quantity and quality of work:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Performs an acceptable amount of work. | 1 | 2 | 3 | 4 | 5 |
| 2. The work performed meets or exceeds company standards of acceptability. | 1 | 2 | 3 | 4 | 5 |

C. Problem solving:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Has the ability to analyze problems and reach acceptable and workable solutions. | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|

D. Communication:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Has the ability to effectively communicate with all levels of employees. | 1 | 2 | 3 | 4 | 5 |
| 2. If applicable, has the ability to effectively communicate with our customers or clients. | 1 | 2 | 3 | 4 | 5 |

CIRCLE RANKING

- 3. Communications are timely and intelligent when oral.
- 4. Communications are timely and intelligent when written.

1 2 3 4 5
1 2 3 4 5

AREA 3 - MANAGEMENT TRAITS

A. Accomplishments:

CIRCLE RANKING

- 1. Has attained all the objectives set for the job.
- 2. Has attained all company objectives within the scope of the job.

1 2 3 4 5
1 2 3 4 5

B. Decision making:

- 1. Displays the ability and judgment to make decisions.
- 2. Displays the willingness to make decisions.
- 3. Takes action based upon decisions made with good judgment.

1 2 3 4 5
1 2 3 4 5
1 2 3 4 5

C. Leadership:

- 1. Displays the ability to successfully motivate other employees.
- 2. Displays the ability to skillfully teach and develop other employees.
- 3. Displays the capacity to issue directives and delegate responsibility and/or authority to other employees.
- 4. Displays the talent for controlling others in order to accomplish specific objectives.

1 2 3 4 5
1 2 3 4 5
1 2 3 4 5
1 2 3 4 5

AREA 4 - OVERALL PERFORMANCE APPRAISAL

The following ranking system should be applied as objectively as possible. Circle the number that best summarizes your overall appraisal of this employee. Whenever you are comparing employees, keep in mind the length of time that he or she has been working on the same job.

- 1 An outstanding, excellent performance that far exceeds the job's requirements.

- 2 A very good, above average performance that exceeds the job's requirements.
- 3 An average, acceptable performance that meets the job's requirements.
- 4 A below average, minimally acceptable performance that meets some of the job's requirements.
- 5 An unsatisfactory, unacceptable performance that does not meet the job's requirements.

The major areas of weakness pinpointed by this appraisal are:

1. _____
2. _____
3. _____

Suggestions for improvement:

The major areas of strength noted by this appraisal are:

1. _____
2. _____
3. _____

Suggestions for the most effective use of these strengths:

PREPARED BY _____ TITLE _____

REVIEWED BY _____ TITLE _____

I have reviewed and discussed this Performance Appraisal with the preparer:

MY COMMENTS: _____

_____ Continued on attached page

DATE _____ (Employee's Signature) _____