YOUR LOGO

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Period From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Evaluation: [ ] Six Month [ ] Annual

**I. Performance of Objectives:** Summarize the most important objectives undertaken during the review period and comment on the results achieved. Attach additional sheets as needed.

|  |  |
| --- | --- |
| **Objectives** | **Performance Results** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

**II. Methods Used to Achieve Results:** Consider those behaviors that are critical to job success.

**A. Job Knowledge:** Technical knowledge and skills, analytical ability, problem-solving skills.

Comments:

**B. Communications:** Verbal and written communications, presentation skills, and listening skills. Are communications clear, concise, courteous?

Comments:

**C. Quality of Work:** Accuracy, neatness, thoroughness, completeness of work.

Comments:

**D. Quantity of Work:** Work output, speed, timeliness, effectiveness. Work habits.

Comments:

**E. Dependability:** How reliable is the employee in completing assignments and meeting deadlines? Attendance? Punctuality?

Comments:

**F. Interpersonal Skills:** Does employee work harmoniously and effectively with subordinates, peers, supervisors, and the public? Team player? Shares information with others as needed? Resolve conflicts? Welcomes and seeks constructive feedback on own performance? Cooperative?

Comments:

**G. Initiative:** Does employee work independently? Solves problems? Assumes additional responsibility? Looks for more efficient and cost-effective ways?

Comments:

**H. Adaptability:** Is employee able to adjust to a variety of situations? Flexible?

Comments:

**I. Decision Making:** Uses logical and sound judgment.

Comments:

**J. Other Factors Relevant to the Position:**

Comments:

**III. Performance Improvements:**

Briefly identify areas showing improvement or areas that required attention from the last review.

**IV. Employees Strengths:**

Comments:

**VI. Recommendations:** What are the major goals and accountabilities for the next review period? What are the priorities for the next 6 months?

**VII. Developmental Plans:** What is the plan to build on performance and to support continued professional development? What actions can be taken to improve performance? Are there on-the-job activities or outside programs or training that would help the employee?

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Supervisory Employees**

This section should be completed on those employees who have supervisory responsibilities. Use the comment section to explain strengths and weaknesses in each area. List specific action needed to correct any deficiencies.

**1. Planning and Organization:** Forecasting, setting objectives, anticipating changes; securing and budgeting resources, structuring tasks, establishing priorities.

Comments:

**2. Leadership:** Ability to take charge. Select, direct, and coordinate activities of others to do better work, assume more responsibility, or prepare for future job opportunities. Coach, motivate, develop others. Serve as a role model. Make decisions, communicate.

Comments:

**3. Control:** Select control points, measure and report results, evaluate and correct performance, direct policy and procedure, operate within budget.

Comments:

**Definition of Performance Ratings:**

**Exceptional:** Employee consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job responsibilities. Individual requires little direction or supervision.

**Exceeds Objectives:** Employee exceeds performance objectives on a regular basis. Employee is making a valuable contribution to the company. Errors are infrequent and are typically detected and corrected by the employee.

**Expected Performance:** Employee consistently meets but does not exceed performance objectives. Employee is fully competent and is satisfactorily performing the job.

**Marginal/Needs Improvement:** Employee does not adequately accomplish objectives nor fulfill all responsibilities; must improve performance within a designated time period. Or, the employee is new to the position and tasks presently assigned are adequately performed as expected.

**Unsatisfactory:** Unacceptable performance; below expectations. Employee does not accomplish most or all position objectives.

**Not Applicable/NA:** Category does not apply.

**V. Overall Performance Rating:** Consider all performance criteria and indicate overall rating, using definitions of performance levels above as a guide.

[ ]Exceptional

[ ]Exceeds Objectives

[ ]Expected Performance

[ ]Marginal/Needs Improvement

[ ]Unsatisfactory

**VIII. Employee Acknowledgment:**

[ ] I have read my job description, understand the principal accountabilities of my position, and understand that this appraisal is based upon my performance in my position.

[ ] I have read the appraisal and have discussed its contents with my supervisor. I wish to make the following comments:

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_