



Performance Appraisal

Annual Review 6 month review

Employee Name: _____

Title: _____

Date of Hire: _____

Project/Grant: _____

Supervisor/Director: _____

The purpose of conducting a Performance Appraisal is to develop better communication between the employer and the employee, improve the quality of work, increase productivity and promote employee development.

Performance Rating Categories have been developed to assure the employee's performance in each category and designates a level of performance that most accurately describes his/her job performance.

O- Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors and requires little to no supervision.		E- Exceeds Expectations: Results clearly exceeds position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis	
M-Meets Expectations: Competent & dependable performance level. Meets the performance standards and objectives of his/her position without constant direction or follow-up		I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Require constant follow-up/direction from supervisor.	
N/A – Not Applicable or too soon to rate.			
General Factor	Description	Rating (O,M,E,I)	Specific Examples or comments:
Quality	The extent to which employee's work is completed thoroughly and correctly following established process and procedures. Required work is neat and thorough		
Productivity, Independence, Reliability	The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction to complete tasks		
Job Knowledge	The extent to which an employee possesses and demonstrates and understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.		
Interpersonal Relationships, Cooperation, Commitment	The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job and assignments and additional duties willingly, takes responsibility for own performance and job assignments.		
Attendance	The extent to which employee is punctual, observes prescribed work/break/meal periods and has an acceptable overall attendance record.		

Initiative, Creativity	The extent to which employee seeks out new assignments, purposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.		
Adherence to Policy	The extent to which the employee follows company policies, procedures and conduct rules. Complies with and follows all safety rules and regulations.		
Lead (if Applicable)	The extent to which employee demonstrates proper judgment and decision making skills when directing others.		

Overall Performance	Rating (O, E, M, I)	Employee's overall performance in comparison to position duties and responsibilities
Accomplishments or new abilities demonstrated since last review		
Specific area(s) of needed improvement.		
Recommendations for professional development (seminars, training, schooling, etc.)		

Discussed/Reviewed with Employee on _____ Follow-up Requested Yes No

Manager/Supervisor Signature _____ Date _____

I understand that I have the opportunity to respond in writing to any of the above comments/statement and that my response will file along with this review.

Employee Signature _____ Date _____