

Performance Appraisal Form (including supervisory skills)

Employee Name:

Position:

Supervisor Name:

Department:

Review Period:

Date:

Instructions: Rate the employee's performance during the review period by checking the most appropriate numerical value in each section. To determine the overall performance rating, add the numerical values together and divide by eight (or 11 if the supervisor section was completed). Prior to the performance discussion with the employee, a detailed plan to address areas rated "needs improvement" or "unacceptable" must be submitted to the department head and human resources for review. (Performance improvement plans should not wait until the yearly review; they should be processed when needed.)

Rating scale:

- 5 Excellent (consistently exceeds standards)
- 4 Outstanding (frequently exceeds standards)
- 3 Satisfactory (generally meets standards)
- 2 Needs improvement (frequently fails to meet standards)
- 1 Unacceptable (fails to meet standards)

	5	4	3	2	1
Job knowledge Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.					
Quality of work Freedom from errors and mistakes. Accuracy, quality of work in general.					
Quantity of work Productivity of the employee.					
Reliability The extent to which the employee can be depended upon to be available for work, to complete work properly, and complete work on time. The degree to which the employee is reliable, trustworthy, and persistent in regard to work performed.					
Initiative and creativity The ability to plan work and to proceed with a task without being told every detail and the ability to make constructive suggestions.					
Judgment The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.					

	5	4	3	2	1
Cooperation Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.					
Attendance Consistency in coming to work daily and conforming to scheduled work hours.					

Complete this section for employees with supervisory responsibilities:

	5	4	3	2	1
Planning and organizing The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously.					
Directing and controlling The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.					
Decision-making The ability to make decisions and the quality and timeliness of those decisions.					

Noteworthy accomplishments during this review period:

Areas requiring improvement in job performance (attach the performance improvement plan for any areas rated needs improvement or unacceptable):

Actions taken to improve performance from the previous review:

Measurable goals: (Supervisor develops at least three goals for employee to complete at a specific time period during the review year and discusses how employee can complete them.)

Professional development goals:

Complete Professional Development Tracking form and attach to this Performance Appraisal form.

Add all numerical values from each category then divide by 8 (or 11 if supervisor section was completed).

Overall performance rating: _____

Employee comments:

Signatures acknowledge that this form was discussed and reviewed.

Employee signature:

Date:

Supervisor signature:

Date: