

PERFORMANCE APPRAISAL

Employee Name _____ Position _____

Supervisor Instructions: Carefully evaluate the employee’s performance. Check rating box to indicate the performance. Assign points for each rating within the scale. Write supportive details or comments on reverse side. Assign an overall performance score.

Rating Identification Score

Outstanding – Performance is exceptional in all areas and is recognizable as a major contribution.

Good – Results clearly exceed requirements. Performance is of high quality and is achieved on a consistent basis.

Satisfactory – Competent and dependable level of performance. Meets expectations.

Improvement Needed -- Performance is deficient in certain areas. Improvement is needed.

Unsatisfactory – Results are generally unacceptable.

Table with 2 columns: Rating, Scale. Rows: Outstanding (90-100), Good (80-89), Satisfactory (70-79), Improvement Needed (60-69), Unsatisfactory (< 60)

1. Quality: The accuracy, thoroughness and acceptability of work performed. [] Outstanding [] Good [] Satisfactory [] Improvement Needed [] Unsatisfactory Points = ____ Supportive Details or Comments on reverse

2. Quantity: The volume of work produced. [] Outstanding [] Good [] Satisfactory [] Improvement Needed [] Unsatisfactory Points = ____ Supportive Details or Comments on reverse

3. Adaptability: The response to changing requirements and conditions. [] Outstanding [] Good [] Satisfactory [] Improvement Needed [] Unsatisfactory Points = ____ Supportive Details or Comments on reverse

4. Cooperation: The relationship with supervisor and co-workers including the willingness to help others with their overloads. [] Outstanding [] Good [] Satisfactory [] Improvement Needed [] Unsatisfactory Points = ____ Supportive Details or Comments on reverse

5. Reliability: The extent to which the employee can be relied on to complete responsibilities in a timely manner. [] Outstanding [] Good [] Satisfactory [] Improvement Needed [] Unsatisfactory Points = ____ Supportive Details or Comments on reverse

6. Attendance and punctuality [] Outstanding [] Good [] Satisfactory [] Improvement Needed [] Unsatisfactory Points = ____ Supportive Details or Comments on reverse

OVERALL PERFORMANCE SCORE = _____

Supervisor _____ Date _____

Employee Statement: I agree disagree with this evaluation.

Comments: _____

Employee signature _____ Date _____