

# Job Performance Appraisal Form

*courtesy Neil B. Gailmard, O.D.*

Employee \_\_\_\_\_ Date \_\_\_\_\_

Job title \_\_\_\_\_ Reviewer \_\_\_\_\_

Managers With Input \_\_\_\_\_

1. Attendance Excellent Very good Good Fair Unacceptable

Include tardiness, lunches, use of sick days

Comments \_\_\_\_\_

2. Technical skills Excellent Very good Good Fair Unacceptable

Differentiate clinical, optical, lab, computer

Comments \_\_\_\_\_

3. Quality of Work Excellent Very good Good Fair Unacceptable

Comments \_\_\_\_\_

4. Interpersonal (patients) Excellent Very good Good Fair Unacceptable

Friendly, caring attitude, handles difficult situations, polite

Comments \_\_\_\_\_

5. Interpersonal (co-workers) Excellent Very good Good Fair Unacceptable

Assists others, places team goals first, congenial

Comments\_\_\_\_\_

6. Organizational Effort Excellent Very good Good Fair Unacceptable

Contributes ideas, attends meetings

Comments\_\_\_\_\_

7. Initiative Excellent Very good Good Fair Unacceptable

Self starter, motivated, anticipates and warns of problems

Comments\_\_\_\_\_

8. Secondary Assignment Excellent Very good Good Fair Unacceptable

Conducts without supervision

Comments\_\_\_\_\_

9. Communication Excellent Very good Good Fair Unacceptable

Record keeping, messages, grammar, telephone

Comments\_\_\_\_\_

Total Score\_\_\_\_\_Average Score\_\_\_\_\_ (Excellent = 4, Unacceptable = 0)