

**EMPLOYEE PERFORMANCE APPRAISAL WORKSHEET**

**NAME** \_\_\_\_\_ **DEPARTMENT** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_ **DATE IN POSITION** \_\_\_\_\_

**APPRAISAL PERIOD: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**APPRAISAL PREPARED BY:** \_\_\_\_\_ **DATE APPRAISAL GIVEN:** \_\_\_\_\_

The evaluator's immediate supervisor must review the content of the appraisal before the appraisal is conducted with the employee.

**NEXT LEVEL APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

I participated in the Employee Performance Appraisal with my supervisor on the date indicated. The content of the appraisal has been discussed with me in detail.

My signature indicates knowledge and understanding of the contents of the appraisal and does not necessarily imply agreement.

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EVALUATOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PERFORMANCE LEVELS**

**Falls Below Job Standards** – Performance and results achieved consistently do not meet the standards and expectations for the position requirements, performance standards and long and short term goals.

**Developmental** – Performance at developmental levels for the time in the position. Meets minimum position requirements, which could be improved through development, experience, and/or application.

**Consistently Meets Job Standards** – Performance and results achieved generally meet the standards and expectations for the position requirements, performance standards and long and short term goals.

**Sometimes Exceeds Job Standards** – Performance and results achieved exceed the standards and expectations for the position requirements, performance standards and long and short term goals.

**Consistently Exceeds Job Standards** – Performance and results achieved always exceed the standards and expectation for the position requirements, performance standards and long and short term goals.

This evaluation will be used as a pilot program for the March 2006 year. Since the year started out on a 3.0 system the performance levels will increase by increments of .6. In 2007, the ranking system will change from 3.0 to 5.0 and each performance level will increase by 1.

**RATE EACH CATEGORY SEPARATELY – Include supporting comment and/or demonstrated example to support rating given.**  
**2006 Evaluation only will use following point system**  
**(FB = Fall below job standards DV = developmental CM = consistently meets job standards SE = Sometimes exceeds CE = consistently exceeds)**

**Performance Levels**

	<b>.6</b>	<b>1.2</b>	<b>1.8</b>	<b>2.4</b>	<b>3.0</b>
	<b>FB</b>	<b>DV</b>	<b>CM</b>	<b>SE</b>	<b>CE</b>
	(check one)				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**JOB KNOWLEDGE & COMPREHENSION:** Understands and is knowledgeable of the duties, methods and procedures required by the job.

Libby understands what is required of her. She anticipates work and has been able to do a good job of scheduling her time. Libby has been working more with Crystal reports and gaining a greater knowledge of queries.

**WORK QUALITY:** Completes work assignments thoroughly and completely in an accurate, prompt, neat manner, including standards for verbal/written communications, if applicable

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRODUCTIVITY:** Produces required volume of work. Maintains attention to work and meets deadlines.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACCURACY:** Identifies and corrects errors. Is careful, alert and accurate, paying attention to details of the job.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WORK HABITS:** Demonstrates commitment, dedication, cooperation, positive behavior, adaptability and flexibility with changes in jobs and duties. Considers safety of self and others while working. Takes accountability for job responsibilities.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INITIATIVE/PROBLEM SOLVING/DECISION MAKING:** Performs with minimal supervision, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, makes practical, routine decisions.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INTERPERSONAL SKILLS:** Demonstrates ability to get along with others, is respectful of co-workers, communicates and acts as a team player, promotes teamwork. responds and acts appropriately to confrontational situations.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CUSTOMER FOCUS:** Consistently fully meets the needs of internal and external customers.

\_\_\_\_\_  
 \_\_\_\_\_

**Overall Summary of Performance/Additional Comments**

---

---

---

---

---

---

---

---

---

---

**Significant Strengths/ Accomplishments/Contributions**

---

---

---

---

---

---

---

---

---

---

**Goals/Professional Development**

---

---

---

---

---

---

---

---

---

---

**Employee Comments/Feedback**

---

---

---

---

---

---

---

---

---

---

**Overall rating:** \_\_\_\_\_ (average rating of the 8 factors on previous page)

**Comments:** \_\_\_\_\_

---

---

---

---

---

---

---

---