



Hourly Performance Appraisal

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Employee Name	Job Title
Hire Date	Evaluation Date
Department	Supervisor
Annual Review <input type="checkbox"/>	90 day Review <input type="checkbox"/>
Review Period: From _____ To _____	

Purpose: The purpose of conducting the Performance Appraisal is to: Develop better communication between the employee and the supervisor; Improve the quality of work; Increase productivity; and Promote employee development.

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

Exceeds Expectation. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

Not applicable or too soon to rate.

General Factors

1. **Quality** – The extent to which an employee's work is completed thoroughly and correctly following established process & procedures. Required paperwork is thorough and neat.

Outstanding
 Exceeds Expectations
 Meets Expectations
 Improvement Needed

Specific Examples/Comments:

2. **Productivity/Independence/Reliability** - The extent to which an employee produces the required volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignment.

Outstanding
 Exceeds Expectations
 Meets Expectations
 Improvement Needed

Specific Examples/Comments:

Hourly Performance Appraisal, (cont'd)

Revised: September 2011

3. **Job Knowledge** -The extent to which an employee possesses and demonstrates an 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.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Specific Examples/Comments:

4. **Interpersonal Relationships/Cooperation/Commitment** – The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Specific Examples /Comments:

5. **Attendance** – The extent to which an employee is punctual observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Specific Examples/Comments:

6. **Initiative/Creativity** – The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, and finds new and better ways of doing things.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Specific Examples/Comments:

7. **Adherence to Policy** – The extent to which the employees follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required safety equipment.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Specific Examples /Comments

Hourly Performance Appraisal, (cont'd)

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8. Lead (if applicable)– The extent to which the employee demonstrates proper judgment and decision-making skills when directing others. Directs work flow in assigned areas effectively to meet production/area goals.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Specific Examples/Comments

Overall Performance – Rate employee's overall performance in comparison to position duties and responsibilities.

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review:

2. Specific areas of needed improvement

3. Recommendations for professional development (seminars, training, schooling, etc

Employee's Comments:

Discussed/reviewed with employee on: _____ Follow up requested/desired: YES NO

Manager/Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____