



Salaried Performance Appraisal

1870 South Boulder Avenue
 Tulsa, Oklahoma 74119.5423
 www.mhat.org



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. The supervisor should appraise the employee's overall performance primarily on whether the employee's performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

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. Give careful consideration to each category before choosing the rating. The following is a description of each level of Performance:

Outstanding. The employee consistently exceeds all the expectations for responsibilities and objectives, skills, abilities and commitment required for the job. Possesses superior knowledge of major aspects of the total job and has had experience in each area. Demonstrated superior knowledge and ability to take initiative and improve processes and efficiency resulting in positive impact on the department or organization.

Meets Expectation. The employee met established expectations for responsibilities and objectives of the position. Employee demonstrates requisite skills, ability knowledge and commitment for the job.

Exceeds Expectation. The employee achieves and frequently exceeds expectations for responsibilities and objectives, skills, abilities and knowledge for the job. Sought to enhance or increase skills, made recommendations/offered possible solutions to improve processes.

Improvement Needed. The employee does not always meet the responsibilities and objectives of the job. Demonstrates some of the requisite skills, abilities and knowledge to do the job, but additional training and or commitment is required. Individual may still be learning the job and/or willingness to develop or improve requisite skills, knowledge maybe in question.

Not applicable or too soon to rate.

SECTION I – Review the employee's performance by checking the most appropriate box in each category based on the time on the job. Write specific example's supporting each rating.

Job/Technical Knowledge:

Outstanding
 Exceeds Expectations
 Meets Expectations
 Improvement Needed

Possesses and demonstrates a thorough understanding and working knowledge of all phases of the job; including the various techniques and skills necessary for efficient completion of all tasks. Remains up to date on changes/trends in technical knowledge related to job. Understands the impact of his/her job function on other functions/departments and business.

Specific Examples/Comments:

Salaried Performance Appraisal, (cont'd)

Revised: September 2011

Problem Solving and Decision Making:

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Demonstrates ability to make sound and proper decisions by; defining the issue, diagnosing the problem; analyzing the cause(s) and drawing on professional expertise, internal external resources to make recommendation or solutions with minimal negative effect on departmental/company goals and employee relations. Employee demonstrates willingness to take ownership and responsibility for decisions made.

Specific Examples/Comments:

Planning and Organization:

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Plans effectively to produce required volume to meet production/dept. goal utilizes appropriate resources; meets or exceeds deadlines without jeopardizing quality; seeks opportunities to increase productivity and/or eliminate waste; able to re-prioritize as required to meet new/changing demands. Carries out work assignments and tasks within budget

Specific Examples/Comments:

Communication – Verbal and Written:

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Demonstrates clear effective communication (includes; listening, nonverbal communication and language) in individual and group settings (all levels, internal and external). Keeps manager/supervisor, associates and subordinates fully informed on work/project status and problems. Provides accurate concise written communication to support scope of assignments.

Specific Examples /Comments:

Interpersonal Skills/Teamwork:

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Demonstrates ability to establish and maintain effective relationships both internally and externally. Willing to cooperate and be flexible when working with co-workers, subordinates and management to complete job. Treats all employees and customers with dignity and respect.

Specific Examples/Comments:

Salaried Performance Appraisal, (cont'd)

Revised: September 2011

Adherence to Company Policy/Safety:

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Properly interprets and applies company, department and job policies and guidelines. Maintains a clean safe work area and wears appropriate PPE as required.

Specific Examples/Comments:

Self Management Skills:

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Displays confidence and remains in control when handling difficult or new situations. Demonstrates adaptability and flexibility when handling change. Demonstrates a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

Specific Examples/Comments:

Salaried Performance Appraisal, (cont'd)

Revised:

September 2011

Section II – Results of Goals and Objectives (established at prior review)

Section III – Accomplishments and Contributions:

Section IV – Performance Summary:

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

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Section V – Goals and Objectives (for new review period):

Employee's Comments:

Salaried Performance Appraisal, (cont'd)

Revised: September 2011

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

Manager/Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____