

The Navajo Nation
EMPLOYEE PERFORMANCE APPRAISAL FORM
for Exempt Employees

NAME: _____ SSN: _____ NEW EMPLOYEE INTRODUCTORY ANNUAL APPRAISAL OTHER (Specify)

DEPT # _____ DEPARTMENT NAME _____ APPRAISAL PERIOD _____ TO _____

PART I. REVIEW OF PROGRESS TOWARD MEETING SPECIFIED OBJECTIVES
OBJECTIVE (As defined by the supervisor and acknowledged by the employee) **WEIGHT** **RATING**

1.	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Major <input type="checkbox"/> Secondary	Circle one 5 <u>Outstanding</u> 4 <u>Significantly exceeds standards</u> 3 <u>Meets standards</u> 2 <u>Does not fully meet standards</u> 1 <u>Unsatisfactory</u>
2.	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Major <input type="checkbox"/> Secondary	Circle one 5 <u>Outstanding</u> 4 <u>Significantly exceeds standards</u> 3 <u>Meets standards</u> 2 <u>Does not fully meet standards</u> 1 <u>Unsatisfactory</u>
3.	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Major <input type="checkbox"/> Secondary	Circle one 5 <u>Outstanding</u> 4 <u>Significantly exceeds standards</u> 3 <u>Meets standards</u> 2 <u>Does not fully meet standards</u> 1 <u>Unsatisfactory</u>
4.	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Major <input type="checkbox"/> Secondary	Circle one 5 <u>Outstanding</u> 4 <u>Significantly exceeds standards</u> 3 <u>Meets standards</u> 2 <u>Does not fully meet standards</u> 1 <u>Unsatisfactory</u>

RATING SUPERVISOR COMMENTS: _____

OVERALL RATING ON MEETING OBJECTIVES PART I.
 Circle one
 5 Outstanding
 4 Significantly exceeds standards
 3 Meets standards
 2 Does not fully meet standards
 1 Unsatisfactory

ADDITIONAL OBJECTIVES MAY BE DEVELOPED (USE SUPPLEMENTAL FORM - PAGE 5)

Definitions:

5 - OUTSTANDING Regularly makes exceptional contributions that have a materially positive impact on department, accomplishments are unique, exceptional and significant. Consistently exceeds all job requirements.	4 - SIGNIFICANTLY EXCEEDS STANDARDS Frequently exceeds performance expectations/ objectives, accomplishments are clearly and frequently above what is required.	3 - MEETS STANDARDS Consistently meets job standards and may occasionally exceed performance expectations or objectives. Consistently performs in a reliable and professional manner.	2 - DOES NOT FULLY MEET STANDARDS Has not consistently met job requirements and occasionally demonstrates unsatisfactory performance. May have the ability to complete most assignments, however, immediate improvement is necessary.	1 - UNSATISFACTORY Consistently performs in an unsatisfactory manner. Employee does not meet most established performance requirements.
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CRITICAL: Must be met or exceeded for program to meet its objective **MAJOR:** Must be met for individual to be effective **SECONDARY:** Should be met but will not preclude individual/program effectiveness