

Employee Performance Appraisal

Employee Name	_____	Manager Name	_____
Employee Number	_____	Manager's Phone	_____
Job Title	_____	Prepared By	_____
Job Date	_____	Review Date	_____

Ratings

Outstanding	Exceptional performance in all areas of responsibility. Planned objectives were achieved well above the established standards and accomplishments were made in unexpected areas.
Exceeds Expectations	Consistently exceeds established standards in most areas of responsibility. All requirements were met and objectives were achieved above the established standards.
Meets Expectations	All job requirements were met and planned objectives were accomplished within established standards. There were no critical areas where accomplishments were less than planned.
Needs Improvement	Performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
Does Not Meet Minimum Standards	Does not meet minimum job requirements. Performance is unacceptable. Responsibilities are not being met and important objectives have not been accomplished. Needs immediate improvement.

SOURCE: hrVillage.com

Factors To Evaluate

Please assign a rating (from list on first page) and give examples for each of the following factors:

Knowledge

Specific to Profession - Technical concepts

Rating: _____

Specific to Company - Methods, Procedures and Policies

Rating: _____

Quality

Overall accuracy, completeness of assignments and attention to details

Rating: _____

Quantity

Efficient use of time, ability to meet deadlines and overall productivity

Rating: _____

Communication Skills

Information conveyed in a clear and concise manner, both written and verbal

Rating: _____

Interpersonal Skills

Ability to interact and work with clients, co-workers and manager

Rating: _____

SOURCE: hrVillage.com

Factors To Evaluate (cont'd)

Adaptability

Effectively adjust to changes in routines, processes and deadlines

Rating: _____

Initiative

Take action and responsibility to complete what is necessary in the absence of being given specific direction

Rating: _____

Judgement

Take appropriate action under given circumstances

Rating: _____

Safety Practices

Perform work in a safe manner

Rating: _____

Problem Solving

Ingenuity or resourcefulness, finding new or better technology or methodology to accomplish goals, reducing costs, saving time or improving quality

Rating: _____

Attendance

Rating: _____

SOURCE: hrVillage.com

Supervisory Factors To Evaluate

For employees with supervisory responsibilities, please assign a rating (from list on first page) and give examples for each of the following factors:

Supervision of Others

Clarity of instructions and guidance given to subordinates

Rating: _____

Leadership

Inspires teamwork

Rating: _____

Organization

Efficient in planning, scheduling, delegating and utilizing staff

Rating: _____

Drive for Results

Department goals and deadlines met timely and efficiently

Rating: _____

Training and Development

Trains direct reports and assists them in development of new skills

Rating: _____

Compliance with Company Policy

Meets objectives within established guidelines

Rating: _____

Fiscal Responsibility

Plans and adheres to department budget

Rating: _____

SOURCE: hrVillage.com

Strengths and Professional Development

Strengths

Areas for professional development or additional training

Development Plan

SOURCE: hrVillage.com

Objectives

Organizational Objectives

In this section, list objectives that are related to the daily work and activities of the employee. These should support department and company goals and objectives. Whenever possible provide quantitative goals for each objective.

Progress since last review

Please include all objectives discussed during the previous review. Indicate objectives that have been accomplished as well as progress towards any objectives that have not been accomplished.

Future objectives

Please include all planned objectives. Indicate which objectives are to be completed by next review, as well as future long term objectives.

SOURCE: hrVillage.com

Objectives

Professional Objectives

In this section, list objectives to advance the employee's overall professional development. These should support department and company goals and objectives. Whenever possible provide quantitative goals/dates for each objective.

Progress since last review

Please include all objectives discussed during the previous review. Indicate objectives that have been accomplished as well as progress towards any objectives that have not been accomplished.

Future objectives

Please include all planned objectives. Indicate which objectives are to be completed by next review, as well as future long term objectives.

SOURCE: hrVillage.com

Overall Rating and Signatures

Overall Performance

Rating Please place a check along the following performance scale.

Outstanding

Exceeds
Expectations

Meets
Expectations

Needs
Improvement

Does Not Meet
Minimum Standards

Employee Comments

The employee's supervisor and manager sign below to indicate agreement with the content of the appraisal. The employee then signs to confirm that he or she has reviewed the content of the evaluation with his or her supervisor. The employee's signature does not indicate agreement or disagreement with everything stated on this evaluation. Please attach a separate page for additional employee comments.

Signatures

Employee _____

Date _____

Supervisor _____

Date _____

Manager _____

Date _____

Human Resources _____

Date _____

SOURCE: hrVillage.com