



Southwest Regional Development Commission

Employee Appraisal Form

Employee Name: _____

Appraiser Name: _____

Appraisal Meeting Date: _____

Appraisal Period: _____

Job Description/Responsibilities: _____

Important: Part A of this form is to be completed by the employee and handed in to the appraiser one week before the arranged meeting date. Part B is to be completed by the appraiser prior to the meeting. Part C should be left blank and will be completed by the appraiser during the meeting. If you do not understand any questions on this form, please contact the appraiser as soon as possible.

PART A	To be completed by the employee
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1. What have you achieved in your key area of work during the appraisal period?

(Please use the reverse of this page to continue your comments if necessary)

2. What do you consider to be your key strengths?

3. What do you consider to be your weaknesses?

4. What skills/area of work do you feel you need to improve the most?

5. Which parts of your job do you like the most?

6. Which parts of your job do you dislike the most?

7. For each area, please give yourself a rating:

NB: Please be honest as a negative rating will not be held against you – it will help us to set you future targets/tasks to encourage improvement.

	Excellent	Good	Average	Poor
Work Rate/Effort				
Work Quality				
Meeting Deadlines				
Team Player				
Using Initiative				
Responsibility				
Organization				
Attitude				
Reliability				

8. What are your personal work goals for the next appraisal period?

(Please use the reverse of this page to continue your comments if necessary)

9. Do you feel there is anything that we could do to help you meet these goals?

10. Please comment on any areas/issues that have not been addressed

Thank you for completing Part A. Please hand this form in to the appraiser one week before the arranged meeting date. Refer back to page 1 for your assigned meeting date/time and appraiser.

PART B To be completed by the appraiser prior to the meeting.**Instructions**

1. Rate employee against those job dimensions that apply to the current position.
2. Record major comments to discuss with the employee.
3. Rate employee on each applicable category by circling the appropriate number. Indicate which of the listed subcategories the employee satisfies or does not satisfy.

Rating Scale

- 1 Unsatisfactory: Does not meet job requirements
- 2 Fair: Partially satisfies job requirements
- 3 Satisfactory: Nearly satisfies job requirements
- 4 Competent: Consistently satisfies job requirements
- 5 Excellent: Contributions exceed job requirements
- 6 Outstanding: Excels in all aspects of the job

Job Knowledge**1 2 3 4 5 6**

___ aware of responsibilities in current position

___ knowledge of available information sources

___ understands systems, software, information and equipment needed to fulfil responsibilities

___ ensures agency follows current federal, state and local laws and requirements

Problem Solving and Decision Making**1 2 3 4 5 6**

___ deduces and implements cost effective solutions to problems

___ recognizes future problems and implements preventative action

___ works without need of constant supervision

___ seeks assistance and clarification when necessary

Business Relations**1 2 3 4 5 6**

___ communicates and cooperates with internal co-workers

___ helps create and sustain a positive agency image

___ creates a positive working environment for everyone

___ communicates and cooperates with workers from other agencies

PART C To be completed by the appraiser during the meeting.

After reviewing the employee's comments to Part A, the appraiser should use Part B to record future training/targets agreed with the employee during the meeting.

List here any training needs or targets set for the employee:

General comments from the appraiser

Next Appraisal Date/Review: _____

Appraiser

I agree that the above has been discussed and agreed with the employee and that a copy of Parts A, B and C has been given to the employee.

Position

Print Name

Signed Date

Employee

I agree that the above has been discussed and agreed with the appraiser and I have received a copy of Parts A, B and C of the form.

Print Name

Signed Date