

# Southwest Regional Development Commission

**Employee Appraisal Form** 

Employee Name:
Appraiser Name:
Appraisal Meeting Date:
Appraisal Period:
Job Description/Responsibilities:
<b>Important</b> : 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

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?

What skills/area of wor	k do you feel you	need to im	prove the mos	t?
Which parts of your job	y do you like the i	most?		
which parts of your jor		1031		
Which parts of your job	o do you dislike tł	ne most?		
-	· · · · · ·	e.		
For each area, please	give yourself a ra	ating:		
Please be honest as a negativ	e rating will not be held	l against you – it	will help us to set y	ou future targets/ta
encourage improvement.	0	0 ,	. ,	Ū
	Excellent	Good	Average	Poor
Work Rate/Effort	LAUGHEIN	0000	, weitage	
Work Quality			1	
Meeting Deadlines			1 1	
Team Player			1 1	
Using Initiative			1	
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

# 123456

\_\_\_\_ 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	123456
-------------------------------------	--------

- \_\_\_\_ 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**

123456

- \_\_\_\_ 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

123456

## Planning, Scheduling and Job Coordination

- \_\_\_\_ completes necessary forms and paperwork correctly and promptly
- \_\_\_\_ gets all required papers and information to appropriate party on time
- \_\_\_\_\_ appropriately schedules time to effectively complete job
- \_\_\_\_ coordinates with others to avoid schedule conflicts
- \_\_\_\_ completes designated tasks within required time limits

#### Quality of Work

#### 123456

- \_\_\_\_ works accurately
- \_\_\_\_ diligently pursues correction of mistakes
- \_\_\_\_ seeks and suggests possibilities for improvement within department
- \_\_\_\_ seeks and suggests possibilities for improvement within agency as a whole
- \_\_\_\_ checks that work is done correctly, follows up

# **Operating Performance**

# 123456

- \_\_\_\_ considers the whole picture when making decisions
- \_\_\_\_ willing to learn more about his or her position and agency as a whole
- \_\_\_\_ delivers quality professional results to internal customers
- \_\_\_\_ delivers quality professional results to external customers

## **Appraiser's Comments on Performance**

# **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