

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

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

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____ 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
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- ____ 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

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- ____ 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

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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

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- ____ 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

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- ____ 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