

Councilor, Buchanan & Mitchell, P.C  
**Administrative Staff Performance  
Appraisal Form**

\_\_\_\_\_  
Staff Member Name

\_\_\_\_\_  
Evaluator and Date

**I. Work Quality**

A. Quantity of Work Produced Daily

\_\_\_\_\_  
Does not  
meet minimum  
requirements

\_\_\_\_\_  
Does enough  
to get by

\_\_\_\_\_  
Satisfactory  
volume

\_\_\_\_\_  
Very  
industrious;  
does more than  
required

\_\_\_\_\_  
Superior work  
production  
record

B. Accuracy of Work Duties Performed

\_\_\_\_\_  
Makes many  
errors

\_\_\_\_\_  
Careless;  
recurring  
errors

\_\_\_\_\_  
Usually  
accurate;  
average no.  
of errors

\_\_\_\_\_  
Requires  
little  
supervision  
exact; precise

\_\_\_\_\_  
Almost always  
accurate; very  
minimal  
supervision

C. Neatness of Work Performed

\_\_\_\_\_  
Extremely  
sloppy; no  
pride in work

\_\_\_\_\_  
Tends to be  
sloppy; little  
pride in work

\_\_\_\_\_  
Generally  
neat and  
careful

\_\_\_\_\_  
Very neat  
work quality

\_\_\_\_\_  
Extremely neat;  
great pride in  
work

Comments: \_\_\_\_\_  
\_\_\_\_\_

**II. Dependability**

A. Attendance (coming to work on time and conforming to work hours)

\_\_\_\_\_  
Often absent  
without good  
excuse

\_\_\_\_\_  
Lax in  
attendance  
and/or report-  
ing for work

\_\_\_\_\_  
Usually  
present and  
on time

\_\_\_\_\_  
Very prompt;  
regular in  
attendance

\_\_\_\_\_  
Always regular  
and prompt in  
attendance

## II. Dependability (Continued)

### B. Working Independently (ability to do required jobs with a minimum of supervision)

<u>                    </u> Requires close supervision; is unreliable	<u>                    </u> Sometimes requires prompting	<u>                    </u> Usually takes care of necessary tasks; little supervision	<u>                    </u> Always requires little supervision	<u>                    </u> Requires absolute minimum of supervision
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Comments: \_\_\_\_\_  
\_\_\_\_\_

## III. Attitude

### A. Personality (suitability for job)

<u>                    </u> Finds work depressing	<u>                    </u> Frequently depressed; moody	<u>                    </u> Generally appears to enjoy work	<u>                    </u> Positive attitude towards job	<u>                    </u> Genuinely motivated; very positive attitude
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### B. Achievement Motivation (desire to attain goals)

<u>                    </u> Poorly defined goals; puts forth no effort	<u>                    </u> Sets goals too low; little effort to achieve	<u>                    </u> Has average goals and puts forth effort	<u>                    </u> Strives hard; has high desire to succeed	<u>                    </u> Sets high goals and strives to achieve them
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### C. Stability Under Pressure

<u>                    </u> Goes to "pieces" easily; jumpy	<u>                    </u> Easily irritated	<u>                    </u> Average tolerance for crises situations	<u>                    </u> Tolerates most pressure	<u>                    </u> Thrives under pressure
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Comments: \_\_\_\_\_  
\_\_\_\_\_

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**IV. People Relationships**

A. Interaction with Others

<u>Very distant and aloof</u>	<u>Approachable; friendly once known by others</u>	<u>Generally friendly and approachable</u>	<u>Friendly and helpful to others</u>	<u>Very friendly and able to establish goodwill</u>
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Comments: \_\_\_\_\_  
\_\_\_\_\_

**V. Personal Characteristics and Work Habits**

A. Personal Appearance (includes grooming, neatness and appropriateness of dress)

<u>Very untidy; poor taste in dress</u>	<u>Sometimes untidy and careless about appearance</u>	<u>Generally neat; good personal appearance</u>	<u>Careful about appearance; good taste in dress</u>	<u>Very well groomed; excellent taste in dress</u>
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B. Housekeeping (orderliness and cleanliness of work area)

<u>Disorderly or untidy</u>	<u>Some tendency to be careless and untidy</u>	<u>Generally keeps work area neat</u>	<u>Always has neat, clean work area</u>	<u>Unusually neat, clean and orderly work area</u>
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Comments: \_\_\_\_\_  
\_\_\_\_\_

**Major Strong Points**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Major Weak Points**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Suggestions for Improvements**

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**Other Comments**

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