

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)

Requires close supervision; is unreliable	Sometimes requires prompting	Usually takes care of necessary tasks; little supervision	Always requires little supervision	Requires absolute minimum of supervision
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Comments: _____

III. Attitude

A. Personality (suitability for job)

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

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

Goes to "pieces" easily; jumpy	Easily irritated	Average tolerance for crises situations	Tolerates most pressure	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

Other Comments
