

# Performance Appraisal Form

## Employee Information:

Name:	Review Date:
Title:	Department:
Appraisal Period:	Appraised By:

## Rating Definitions:

**N/A**: Not applicable.

**Unsatisfactory**: Performance consistently fails to meet minimum position requirements, employee lacks skills required or fails to utilize necessary skills

**Inconsistent**: Performance meets some but not all position requirements.

**Proficient**: Performance consistently meets position requirements.

**Highly Effective**: Performance frequently exceeds position requirements.

**Exceptional**: Performance is consistently superior and significantly exceeds position requirements.

## Knowledge and Productivity Skills Review:

	N/A	U	I	P	H	E
<b>Job Knowledge:</b> Shows comprehensive knowledge of skills needed to carry out responsibilities of the job.						
<b>Technical Knowledge:</b> Applies specialized knowledge gained through training and experience; keeps informed of new developments in the field; shares relevant information with others.						
<b>Quality of Work:</b> Work is clear, well organized, accurate, performed as directed, and conforms to established standards.						
<b>Quantity of Work:</b> Overall productivity is at a level necessary to perform all aspects of the job.						
<b>Dependability and Reliability:</b> Conscientious, responsible, reliable with respect to attendance and work completion.						

Comments on knowledge and productivity skills:

## Initiative and Problem-Solving Skills Review:

	N/A	U	I	P	H	E
<b>Initiative:</b> Originates or develops ideas or gets things started; shows willingness to tackle new challenges, seeks additional assignments, responds to unusual or particularly demanding situations						
<b>Problem Solving and Decision Making:</b> Shows ability to obtain information needed to make a decision; exercises sound judgment; shows decisiveness in recommending or taking action.						
<b>Flexibility and Adaptability:</b> Adjusts to new assignments and changing workloads, working to Maximum potential.						

Comments on initiative and problem-solving skills:

## Communication Skills Review:

	N/A	U	I	P	H	E
<b>Oral Communication:</b> Communications are clear, effective, and appropriate for the audience.						
<b>Written Communication:</b> Communications are clear, effective, concise, and well organized.						
<b>Working with Others:</b> Cooperates with other individuals and groups internally and externally, as appropriate; solicits, understands, and respects the opinions of others.						
Comments on communication skills:						

## Professionalism

	N/A	U	I	P	H	E
<b>Responsible:</b> Is trustworthy and demonstrates confidentiality.						
<b>Resilient:</b> Displays flexibility in adapting to change.						
<b>Attire:</b> Consistently dresses neatly and appropriately.						
<b>Cooperation:</b> Displays a high degree of dedication and a willingness to be a team member.						
<b>Influence:</b> Demonstrates an attitude that consistently contributes to high morale.						
Comments on professionalism skills:						

## Attendance

	N/A	U	I	P	H	E
Attendance is good; strives to be at work.						
Is punctual and observes guidelines for lunch hour and breaks; makes good use of time.						
Comments on attendance:						

**Goals and Objectives:** (include time period to be completed)

1.

2.

3.

4.

**Overall Evaluation:**

	U	I	P	H	E
Overall rating on performance skills and goal attainment.					

Additional comments:

What future education, training, skills, or work assignments will help the employee reach his/her ultimate potential?

What newly acquired skills, education, or training has the employee acquired since his/her last review?

Comments on Self-Appraisal Worksheet:

**Job Description:**

Please review the employee's most current job description and update with changes as accurately as possible. Attach revised job description to this appraisal and send copy to Human Resources.

**Acknowledgements:**

Employee Signature:	Date:
Department Manager:	Date:
Human Resources:	Date: