

Date

Employee Performance Appraisal

Employee Position Appraisal (check one) Annual Six-Month 90-day Other (explain): _____

Quality of Work: *The output of the employee as it relates to: standards for the job, accuracy, thoroughness, etc.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Quantity of Work: *The amount of work accomplished and the employee's ability to meet deadlines; multi-tasking.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Work Habits: *The employee's planning and time management skills, housekeeping, attendance/punctuality, dependability and compliance with workplace policies and practices.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Job Knowledge and Skills: *The use of experience, judgment, skills and knowledge to perform assigned duties and tasks.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Communication Skills: *How information is conveyed both verbally and in writing and to what extent does the employee keep subordinates, peers and/or supervisors informed.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Adaptability: *To what extent does the employee deal with changing environments, people, ideas and procedures.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Problem Solving and Teamwork: *How the employee focuses on solving problems; is there a systematic, collaborative approach when dealing with complex tasks and projects.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

Interpersonal Skills: *How does the employee relate to others to gain cooperation; persuades effectively; listening skills.*

 Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/UnacceptableComments:

