

Comments:

Winona-Rochester		Date		
Employee Performance Appraisal				
Employee	Position			
Appraisal (check one) Annual Six-Month	90-day	Oth	er (explain):	
Quality of Work: The output of the employee as it relates to: s	tandards for the	job, accure	acy, thoroughne.	ss, etc.
Distinguished Superior Fully Successful/Effective	Partially Suc	cessful/Nee	ds Improvement	Unsuccessful/Unacceptable
Comments:				
Quantity of Work: The amount of work accomplished and the Distinguished Superior Fully Successful/Effective			deadlines; multi	-tasking. Unsuccessful/Unacceptable
Comments:				
Work Habits: The employee's planning and time management compliance with workplace policies and practices.	skills, housekee	ping, atten	dance/punctuali	ity, dependability and
Distinguished Superior Fully Successful/Effective	Partially Suc	cessful/Need	ds Improvement	Unsuccessful/Unacceptable
Comments:				
<u>Job Knowledge and Skills</u> : The use of experience, judgment, ski	ills and knowled	ge to perfo	rm assigned dut	ies and tasks.
Distinguished Superior Fully Successful/Effective	Partially Suc	cessful/Nee	ds Improvement	Unsuccessful/Unacceptable
Comments:				
<u>Communication Skills</u> : How information is conveyed both verb subordinates, peers and/or supervisors informed.	ally and in writi	ng and to w	hat extent does	the employee keep
Distinguished Superior Fully Successful/Effective	Partially Su	ccessful/Ne	eds Improvement	Unsuccessful/Unacceptable
Comments:				
Adaptability: To what extent does the employee deal with cha	nging environm	ents, peopl	e, ideas and prod	cedures.
Distinguished Superior Fully Successful/Effective	Partially Su	uccessful/Ne	eds Improvement	Unsuccessful/Unacceptabl
Comments:				
Problem Solving and Teamwork: How the employee focuses of dealing with complex tasks and projects.	n solving probler	ns; is there	a systematic, co	llaborative approach when
Distinguished Superior Fully Successful/Effective	Partially Su	ıccessful/Ne	eds Improvement	Unsuccessful/Unacceptabl
Comments:				
Interpersonal Skills: How does the employee relate to others to	gain cooperatio	on; persuad	les effectively; li	stening skills.
Distinguished Superior Fully Successful/Effective	Partially Su	ccessful/Ne	eds Improvement	Unsuccessful/Unacceptabl

SUPERVISORY/MANAGERIAL POSITIONS [if applicable]

<u>Leadership</u> : The impact towards guiding others toward con issues in a timely manner; has a bias toward action; "walks	=	ves through teamwo	rk and cooperat	ion; deals with personnel
Distinguished Superior Fully Successful/Effection	ve Partia	lly Successful/Needs I	mprovement	Unsuccessful/Unacceptable
Comments:			-	
Employee Relations & Supervision: The handling of day-to-employee communication, orientation, performance feedbo				uding such factors as
Distinguished Superior Fully Successful/Effection	ve Partia	lly Successful/Needs I	mprovement	Unsuccessful/Unacceptable
Comments:				
<u>Administrative</u> : To what extent does the employee success job descriptions, performance appraisals and routine report	· -	administrative respo	onsibilities includ	ing such things as budgets,
Distinguished Superior Fully Successful/Effective	ve Partia	lly Successful/Needs I	mprovement	Unsuccessful/Unacceptable
Comments:				
How do you rate this employee's overall perform	nance? (Che			
Distinguished / Superior / Role Model Highly Effective	Fully Succe Effective	Suc	tially cessful / Needs rovement	Unsuccessful / Unacceptable
Summary Comments: [attach additional page(s) and/or f	uture objectiv	-		
	_			
Employee**	Supervisor		Next Level Sup	ervisor
Signature Date **The employee's signature indicates that you have read an necessarily mean that you agree totally with all the comme you wish concerning this appraisal and/or your future caree	nd discussed t ints contained er goals (attac	l within it. You may ch additional page(s	tained with this use the space be	Initial Date appraisal. It does not
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