

Date

Employee Performance Appraisal

Employee Position Appraisal (check one) Annual Six-Month 90-day Employee Self-Assessment**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:

SUPERVISORY/MANAGERIAL POSITIONS [if applicable]

Leadership: *The impact towards guiding others toward common objectives through teamwork and cooperation; deals with personnel issues in a timely manner; has a bias toward action; “walks the talk”.*

Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/Unacceptable

Comments:

Employee Relations & Supervision: *The handling of day-to-day direction and guidance of assigned staff including such factors as employee communication, orientation, performance feedback, employee training and development.*

Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/Unacceptable

Comments:

Administrative: *To what extent does the employee successfully execute administrative responsibilities including such things as budgets, job descriptions, performance appraisals and routine reports.*

Distinguished Superior Fully Successful/Effective Partially Successful/Needs Improvement Unsuccessful/Unacceptable

Comments:

How do you rate this employee’s overall performance? (Check one)

Distinguished / Role Model Superior / Highly Effective Fully Successful / Effective Partially Successful / Needs Improvement Unsuccessful / Unacceptable

Summary Comments: [attach additional page(s) and/or future objectives/goals as necessary]

Employee**	<input type="text"/>	Supervisor	<input type="text"/>	Next Level Supervisor	<input type="text"/>
	Signature		Initial Date		Initial Date

****The employee’s signature indicates that you have read and discussed the information contained with this appraisal. It does not necessarily mean that you agree totally with all the comments contained within it. You may use the space below to make any comments you wish concerning this appraisal and/or your future career goals (attach additional page(s) as necessary).**

Employee Comments: Optional [Attach additional page(s) if necessary]