

Performance Appraisal Form

Employee Information:	
Name:	Review Date:
Title:	Department:
Appraisal Period:	Appraised By:
Rating Definitions:	
<p>Highly Effective: Performance exceeds requirements and standards for the position.</p> <p>Effective: Performance meets requirements and standards for the position.</p> <p>Needs Improvement: Performance does not meet basic requirements and standards of performance for the position.</p> <p>N/A: Not applicable.</p>	
Knowledge and Productivity Skills Review:	
Job Knowledge: Shows comprehensive knowledge of skills needed to carry out responsibilities of the job.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Technical Knowledge: Applies specialized knowledge gained through training and experience; keeps informed of new developments in the field; shares relevant information with others.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Quality of Work: Work is clear, well organized, accurate, performed as directed, and conforms to established standards.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Quantity of Work: Overall productivity is at a level necessary to perform all aspects of the job.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Dependability and Reliability: Conscientious, responsible, reliable with respect to attendance and work completion.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Comments on knowledge and productivity skills:	
Initiative and Problem-Solving Skills Review:	
Initiative: Originates or develops ideas or gets things started; shows willingness to tackle new challenges, seeks additional assignments, responds to unusual or particularly demanding situations.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Problem Solving and Decision Making: Shows ability to obtain information needed to make a decision; exercises sound judgment; shows decisiveness in recommending or taking action.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Flexibility and Adaptability: Adjusts to new assignments and changing workloads, working to maximum potential.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Comments on initiative and problem-solving skills:	
Communication Skills Review:	
Oral Communication: Communications are clear, effective, and appropriate for the audience.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Written Communication: Communications are clear, effective, concise, and well organized.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Working with Others: Cooperates with other individuals and groups internally and externally, as appropriate; solicits, understands, and respects the opinions of others.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Comments on communication skills:	

Professionalism

Responsible: Is trustworthy and demonstrates confidentiality.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Resilient: Displays flexibility in adapting to change.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Attire: Consistently dresses neatly and appropriately.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Cooperation: Displays a high degree of dedication and a willingness to be a team member.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Influence: Demonstrates an attitude that consistently contributes to high morale.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A

Comments on professionalism skills:

Attendance

Attendance is good; strives to be at work.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A
Is punctual and observes guidelines for lunch hour and breaks; makes good use of time.	<input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> N/A

Comments on attendance:

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

- 1.
- 2.
- 3.
- 4.

Overall Evaluation:

Overall rating on performance skills and goal attainment.

- Highly Effective Effective
 Needs Improvement N/A

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: