

PERFORMANCE APPRAISAL

NON-SUPERVISORY

Name:

Hire Date:

Job Title:

Last Review Date:

Department:

Appraisal Date:

This person is: In Training Fully Trained

DIRECTIONS:

Consider each of the factors listed below and check the rating level, which most accurately reflects the performance. After the performance level for a factor has been indicated, please use the space titled "Comments" for an explanation and the rationale for the selection.

PERFORMANCE DEFINITIONS: (Consider time on the job vs. time required to learn the job for individuals new to the position.)

Exceeds all requirements: Individual consistently exceeds expectations (standards). Contributions are significant and measurable. Performance is noticeably beyond that of others in similar jobs. Excellent.

Exceeds some requirements: Individual consistently attains expectations and sometimes exceeds those expectations.

Meets all requirements: Individual consistently attains expectations (standards). Displays competence on a continuing basis. Meets expectations for an acceptable performer in the job.

Needs improvement: Individual needs improvement, sometimes meeting expectations and sometimes falling below expectations.

Fails to meet requirements: Individual is significantly below expectations for the position.

	RATING		PLEASE CIRCLE ONE BOX	COMMENTS
QUALITY OF WORK: <ul style="list-style-type: none"> • Degree of accuracy • Quality/thoroughness 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
QUANTITY OF WORK: <ul style="list-style-type: none"> • Amount of satisfactory output 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
KNOWLEDGE OF JOB: <ul style="list-style-type: none"> • Technical expertise • Skill application • Comprehension of job scope 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
INITIATIVE: <ul style="list-style-type: none"> • Resourcefulness • Problem solving • Idea contribution • Amount of supervision needed 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

	CONDUCT	S C A L E	PLEASE CHECK ONE	REMARKS
ADAPTABILITY: <ul style="list-style-type: none"> • Willingness to vary work schedule • Willingness to vary assignments 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CONDUCT: <ul style="list-style-type: none"> • Cooperation • Attitude • Effectiveness with employees/outside contacts 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DEPENDABILITY: <ul style="list-style-type: none"> • Timeliness of assignment completion 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
ATTENDANCE: <ul style="list-style-type: none"> • Promptness • Reliability 	Exceeds all requirements Exceeds some requirements Meets all requirements Needs improvement Fails to meet requirements	4 3 2 1 0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Strengths:

Developmental Needs:

Goals to be accomplished prior to next review:

OVERALL EVALUATION

FACTORS	POINTS	FACTORS	POINTS
1. Quality of Work		5. Adaptability	
2. Quantity of work		6. Conduct	
3. Knowledge of Job		7. Dependability	
4. Initiative		8. Attendance	
		TOTAL POINTS	

KEY:
 28-32 points = Exceeds all requirements
 22-27 points = Exceeds some requirements
 16-21 points = Meets all requirements
 8-15 points = Needs improvement
 0-7 points = Fails to meet requirements

Were any of the factors rated 0 or 1? (needs improvement or fails to meet requirements)? Yes No
 If yes, those categories need review in 90 days, on _____ (fill in date).

Has this employee had any disciplinary actions (not verbal) in the past 12 months? Yes No
 If yes, please attach a comment sheet on the current status of the disciplinary issue.

SIGNATURES:

Rater: _____ Date: _____
 Reviewer: _____ Date: _____

Employee Comments:

Employee: _____ Date: _____