

### Office Performance Appraisal

**Appraisal Score**

**Overall Score: / 5.00**

**Name:**

**Job Title:**

**Rating Guide**

Goals and Competencies will be evaluated using the following Rating Guide:

5 = Outstanding: Consistently demonstrated exemplary behavior in this area, significantly performing above and beyond what is expected on a routine basis; serves as a role model for others.

4 = Exceeded Expectations: Demonstrated strong behaviors in this area, often going above and beyond what was expected.

3 = Met Expectations: A job well done; demonstrated acceptable and appropriate behavior in this area.

2 = Area for Improvement: Did not demonstrate acceptable and appropriate behavior in this area; further development is needed.

1 = Unsatisfactory: Failed to demonstrate appropriate and acceptable behaviors in this area; immediate and significant improvement is needed.

**PRODUCTIVITY/INITIATIVE**

**Employee Score:      Manager Score:      / 5.00  
(13%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Displays skills and knowledge required for the position.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)
Performance in terms of workload, meeting deadlines and the overall commitment shown to the position.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)
Flexible with the ability to handle change with minimal disruption.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)
Enthusiasm shown in taking on more responsibility and challenging the status quo by regularly generating new ideas and suggesting improvements to processes.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)

**PRODUCTIVITY/INITIATIVE COMMENTS**

Self: N/A

Comments:

ABC

**QUALITY OF WORK**

**Employee Score:**      **Manager Score:**      **/ 5.00**  
**(11%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Meets expectations in terms of quality of work. Produces accurate results, ensuring all of the little things are done well.	<input type="text"/>			<input type="text"/> (0%)
Leads by example, encouraging others to meet those quality standards.	<input type="text"/>			<input type="text"/> (0%)

**QUALITY OF WORK COMMENTS**

Self: N/A

Comments:

Suggested Comments      ABC

**MANAGING MULTIPLE PRIORITIES**

**Employee Score:**      **Manager Score:**      **/ 5.00 (8%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Demonstrates a good ability to work concurrently on multiple priorities, showing efficiency at giving proper attention to each priority without losing focus.	<input type="text"/>			<input type="text"/> (0%)
Makes good use of available resources.	<input type="text"/>			<input type="text"/> (0%)

**MANAGING MULTIPLE PRIORITIES COMMENTS**

Self: N/A

Comments:

Suggested Comments

**ATTITUDE/TEAMWORK**

**Employee Score:**      **Manager Score:**      **/ 5.00**  
**(10%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Displays a positive, can-do attitude.	<input type="text" value="-----"/>			<input type="text" value=""/> (0%)
Is a good team player, regularly contributing ideas and opinions with other team members while graciously accepting alternative points of view.	<input type="text" value="-----"/>			<input type="text" value=""/> (0%)
Has great success at giving and receiving constructive feedback.	<input type="text" value="-----"/>			<input type="text" value=""/> (0%)
Is not afraid to seek help from others when appropriate.	<input type="text" value="-----"/>			<input type="text" value=""/> (0%)



**ATTITUDE/TEAMWORK COMMENTS**

Self: N/A

Comments:



**DEPENDABILITY**

**Employee Score:**      **Manager Score:**      **/ 5.00**  
**(10%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Addresses all requests and provides the appropriate level of support each commitment requires.	<input type="text" value=""/>			

				(0%)
Takes complete responsibility for all areas that fall under his/her influence.				(0%)
Maintains appropriate confidentiality of sensitive information.				(0%)
Is conscientious about adhering to budgets and keeping costs down. Makes his/her manager aware when budgets will be exceeded.				(0%)

**DEPENDABILITY COMMENTS**

**Self:** N/A

**Comments:**

Suggested Comments  

**SOLVING PROBLEMS/FINDING SOLUTIONS**

**Employee Score:**  **Manager Score:**  / 5.00 (9%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Takes a proactive approach to anticipating and preventing problems.				(0%)
Takes time to thoroughly investigate all options and their consequences before making a decision, often soliciting input from other parties involved to arrive at the best decision for all concerned.				(0%)
Keeps others informed of decisions and information that may affect them.				(0%)

**SOLVING PROBLEMS/FINDING SOLUTIONS COMMENTS**

**Self:** N/A

**Comments:**

Suggested Comments

**CUSTOMER FOCUS**

**Employee Score:**      **Manager Score:**      **/ 5.00**  
**(10%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Responds to requests in a timely manner.				(0%)
Regularly communicates with customers/fellow employees to ensure products/services are meeting their needs.				(0%)

**CUSTOMER FOCUS COMMENTS**

**Self:** N/A

**Comments:**

Suggested Comments  

**COMMUNICATION**

**Employee Score:**      **Manager Score:**  **/ 5.00**  
**(11%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
He/she is well respected and has built a strong reputation for trustworthiness by maintaining open and honest communications with other members of the team.				(0%)
Demonstrates very good listening skills, listening to others and allowing them to make their point.				(0%)
Communicates in a clear and credible manner, careful of the tone that is appropriate to both the audience and the situation.				(0%)
Displays sound judgment as to the information that should be shared.				(0%)
Maintains composure in tense situations.				(0%)

**COMMUNICATION COMMENTS**

**Self:** N/A

**Comments:**




## ORGANIZATIONAL COMMITMENT/PROFESSIONALISM/BUILDING RELATIONSHIPS

**Employee Score:**
**Manager Score:**
**/ 5.00 (10%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
He/she plays a large role in promoting loyalty and commitment, never speaking negatively of the organization.				(0%)
Demonstrates a high level of care for the well being of other employees by getting to know them, building rapport with a variety of people at all levels of the Company.				(0%)
Fosters a positive work environment that promotes trust and integrity.				(0%)
Models desired behavior by conducting oneself in an ethical and appropriate manner, both in the workplace and in the community, as a representative of SCC.				(0%)
Seeks out external activities and/or organizations that may lead to future opportunities for Stevens. Participates in external activities that promote a positive image for the Company.				(0%)

### ORGANIZATIONAL COMMITMENT/PROFESSIONALISM/BUILDING RELATIONSHIPS COMMENTS

**Self:** N/A

**Comments:**




## EDUCATION AND SELF-DEVELOPMENT

**Employee Score:**
**Manager Score:**
**/ 5.00 (8%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
He/she is aware of his/her own personal strengths and weaknesses, targeting areas for self-development.				

			(0%)
Is able to propose and participate in courses or plans for self-development.			(0%)
Displays a strong sense of commitment to his/her own personal career.			(0%)

**EDUCATION AND SELF-DEVELOPMENT COMMENTS**

**Self:** N/A  
**Comments:**

Suggested Comments



**OVERALL SCORE**

Score:  / 5.00 (0%)

**Goals from Last Review**

Goals	Goal Progress
<p><b>Title:</b> <input style="width: 95%;" type="text"/></p> <div style="display: flex; align-items: center;"> <input style="width: 95%; height: 40px;" type="text"/> </div>	<input style="width: 95%; height: 40px;" type="text"/>
<p><b>Title:</b> <input style="width: 95%;" type="text"/></p> <div style="display: flex; align-items: center;"> <input style="width: 95%; height: 40px;" type="text"/> </div>	<input style="width: 95%; height: 40px;" type="text"/>

[Add Past Goal](#)

**Goals for Upcoming Year**

Goals:	Weight
<b>Title:</b>	%
<p><b>Title:</b> <input style="width: 95%;" type="text"/></p> <div style="display: flex; align-items: center;"> <input style="width: 95%; height: 40px;" type="text"/> </div>	%

[Add New Goal](#)