

# Performance Appraisal

Employee Name \_\_\_\_\_ Title \_\_\_\_\_  
 Department \_\_\_\_\_ Current Rate \_\_\_\_\_ Requested Increase \_\_\_\_\_  
 Reason for Review  Annual  Promotion  Performance  Merit  Probation  Other \_\_\_\_\_  
 Period covered by review \_\_\_\_\_ to \_\_\_\_\_ Date of last appraisal \_\_\_\_\_ Effective \_\_\_\_\_

Areas to be Evaluated	N/A	Unsatisfactory (1)	Improvement Needed (2)	Good (3)	Very Good (4)	Outstanding (5)
1. Quality - The extent to which an employee's work is accurate, thorough and neat.						
	Comments: _____					
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
	Comments: _____					
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.						
	Comments: _____					
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						
	Comments: _____					
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.						
	Comments: _____					
6. Independence - The extent to which an employee performs work with little to no supervision.						
	Comments: _____					
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
	Comments: _____					
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						
	Comments: _____					
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						
	Comments: _____					
10. Interpersonal Relationships - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.						
	Comments: _____					
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
	Comments: _____					
12. _____						
	Comments: _____					

Total Points \_\_\_\_\_ / Number of Areas Rated \_\_\_\_\_ = \_\_\_\_\_ Overall Rating

<input type="checkbox"/> Unsatisfactory (1.0-1.4)	<input type="checkbox"/> Very Good (3.5-4.4)
<input type="checkbox"/> Improvement Needed (1.5-2.4)	<input type="checkbox"/> Outstanding (4.5-5.0)
<input type="checkbox"/> Good (2.5-3.4)	

Manager's Comments: \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Department Manager	Date	Employee	Date
President	Date	Human Resources	Date