

Field 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 = Exemplary: Routinely going significantly above and beyond what is expected; serves as a role model for others.

4.5 = Outstanding: Routinely going above and beyond what is expected in this area.

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

3.5 = Above Average: Demonstrated acceptable and appropriate behavior, periodically going above and beyond what is expected.

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

2.5 = Below Average: Fluctuates between what is acceptable and appropriate behavior and needing further development.

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.

SKILLS & KNOWLEDGE

Employee Score:

Manager Score:

/ 5.00

13 %

Competency	Rating Scale	Employee Score:	Manager Score:
Has sufficient SKILLS & KNOWLEDGE to competently perform the job for his/her classification.			(50%)
Experienced with the USE OF THE EQUIPMENT (hand & power tools) as defined for the position.			(25%)

He/she is FLEXIBLE & VERSATILE, able to assist in several different tasks.	=====	(25%)
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SKILLS & KNOWLEDGE COMMENTS

Self: N/A

Comments:

 

QUALITY OF WORK

Employee Score: **Manager Score:** / 5.00
 15%

Competency	Rating Scale	Employee Score:	Manager Score:
Demonstrates concern for the ACCURACY & THOROUGHNESS of his/her work.	<input style="width: 100%;" type="text"/>		<input style="width: 50px;" type="text"/> (50%)
Pays ATTENTION TO DETAIL, ensuring that all the little things are done well.	<input style="width: 100%;" type="text"/>		<input style="width: 50px;" type="text"/> (25%)
Demonstrates a COMMITMENT TO QUALITY, taking steps to correct mistakes (even those of others) to improve the overall product.	<input style="width: 100%;" type="text"/>		<input style="width: 50px;" type="text"/> (25%)

QUALITY OF WORK COMMENTS

Self: N/A

Comments:

Suggested Comments

PRODUCTIVITY

Employee Score: **Manager Score:** **/ 5.00**
15 %

Competency	Rating Scale	Employee Score:	Manager Score:

He/she shows a high-level of ENERGY & ENTHUSIASM throughout the day.		(30%)
Is able to achieve PRODUCTIVITY STANDARDS.		(40%)
STAYING ACTIVE by seeking out additional tasks that need to be done.		(30%)

PRODUCTIVITY COMMENTS

Self: N/A

Comments:

Suggested Comments ABC

INITIATIVE

Employee Score: / 5.00
 %

Competency	Rating Scale	Employee Score:	Manager Score:
Looks for/asks for opportunities to TAKE ON MORE RESPONSIBILITY.			(40%)
Takes a proactive approach to ANTICIPATING & PREVENTING PROBLEMS.			(40%)
Willing to TRY NEW STRATEGIES and expand areas of knowledge.			(20%)

INITIATIVE COMMENTS

Self: N/A

Comments:

Suggested Comments

DEPENDABILITY

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

Competency	Rating Scale	Employee Score:	Manager Score:
Is willing to ACCEPT ACCOUNTABILITY for his/her actions and decisions.			(34%)
Consistently COMPLETES TASKS AS ASSIGNED within established timeframes.			(33%)
Displays a good ability to WORK INDEPENDENTLY, with minimal supervision.			(33%)

DEPENDABILITY COMMENTS

Self: N/A

Comments:

Suggested Comments ABC

COMMUNICATION

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

Competency	Rating Scale	Employee Score:	Manager Score:
LISTENS & UNDERSTANDS INSTRUCTIONS that are given.			(34%)
Is able to communicate openly with other team members, TAKING & GIVING CONSTRUCTIVE FEEDBACK			(33%)
Is careful to USE THE APPROPRIATE TONE that is appropriate to both the audience and the situation.			(33%)

COMMUNICATION COMMENTS

Self: N/A

Comments:

TEAMWORK

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

Competency	Rating Scale	Employee Score:	Manager Score:
Displays a positive, can-do ATTITUDE.			(25%)
Expresses ideas and SHARES INFORMATION with others.			(25%)
MAINTAINS COMPOSURE in tense situations.			(25%)
Has a positive impact on the TEAM DYNAMIC.			(25%)



TEAMWORK COMMENTS

Self: N/A

Comments:



SAFETY

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

Competency	Rating Scale	Employee Score:	Manager Score:
WORKS SAFELY, asking questions as needed.			(25%)
FOLLOWS SAFETY PRECAUTIONS when operating equipment.			(25%)
He/she promotes the Stevens' SAFETY CULTURE, looking out for fellow employees/subcontractors on site.			(25%)
IDENTIFIES/CORRECTS or informs supervisors of safety hazards			(25%)

SAFETY COMMENTS

Self: N/A

Comments:



OVERALL SCORE

Score:

/ 5.00 (0%)

Goals from Last Review

Goals	Goal Progress
Self: N/A	N/A
Title: <input type="text"/>	
	<div style="border: 1px solid #ccc; height: 40px;"></div>
Self: N/A	N/A
Title: <input type="text"/>	
	<div style="border: 1px solid #ccc; height: 40px;"></div>

Add Past Goal



Goals for Upcoming Year

Goals:	Weight
Self: N/A	
Title: <input type="text"/>	<input type="text"/> %
	<div style="border: 1px solid #ccc; height: 30px;"></div>
Self: N/A	
Title: <input type="text"/>	<input type="text"/> %
	<div style="border: 1px solid #ccc; height: 30px;"></div>

Add New Goal