

Performance Appraisal

PLEASE PRINT

Employee Name _____

Title _____

Department _____

Employee Payroll # _____

Reason for Review ☐ Annual

☐ Promotion

☐ Unsatisfactory Performance

☐ Merit

☐ End of Probation Period

☐ Other

Date employee began present position ____/____/____ Date of last appraisal ____/____/____ Scheduled appraisal date ____/____/____

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings

O – Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.

V – Very Good – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

G – Good – Competent and dependable level of performance. Meets performance standards of the job.

I – Improvement Needed – Performance is deficient in certain areas. Improvement is necessary.

U – Unsatisfactory – Results are generally unacceptable require immediate improvement. No merit increase should be granted to individuals with this rating.

N/A – Not Applicable or too soon to rate.

General Factors	Rating	Scale	Supportive Details or Comments
1. Quality – The extent to which an employee's work is accurate, thorough and neat.	O	<input type="checkbox"/>	100-90
	V	<input type="checkbox"/>	89-80
	G	<input type="checkbox"/>	79-70
	I	<input type="checkbox"/>	69-60
	U	<input type="checkbox"/>	Below 60
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O	<input type="checkbox"/>	100-90
	V	<input type="checkbox"/>	89-80
	G	<input type="checkbox"/>	79-70
	I	<input type="checkbox"/>	69-60
	U	<input type="checkbox"/>	Below 60
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	O	<input type="checkbox"/>	100-90
	V	<input type="checkbox"/>	89-80
	G	<input type="checkbox"/>	79-70
	I	<input type="checkbox"/>	69-60
	U	<input type="checkbox"/>	Below 60
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	O	<input type="checkbox"/>	100-90
	V	<input type="checkbox"/>	89-80
	G	<input type="checkbox"/>	79-70
	I	<input type="checkbox"/>	69-60
	U	<input type="checkbox"/>	Below 60
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O	<input type="checkbox"/>	100-90
	V	<input type="checkbox"/>	89-80
	G	<input type="checkbox"/>	79-70
	I	<input type="checkbox"/>	69-60
	U	<input type="checkbox"/>	Below 60
6. Independence – The extent to which an employee performs work with little or no supervision.	O	<input type="checkbox"/>	100-90
	V	<input type="checkbox"/>	89-80
	G	<input type="checkbox"/>	79-70
	I	<input type="checkbox"/>	69-60
	U	<input type="checkbox"/>	Below 60

Performance Appraisal Report Par Form

Huangqi Zhang



Performance Appraisal Report Par Form:

Performance Appraisal Report Par Form: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have charmed audiences this year. Performance Appraisal Report Par Form : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Performance Appraisal Report Par Form : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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