# Performance Appraisal

PLEASE PRINT

Department			TitleEmployee Payroll #		
	☐ Merit	☐ End of Probation	Period	Other	
Date employee began present position//_		Date of last appraisal	J	Scheduled appraisal date//	
indicate the employee's p		if not applicable. Assign p	oints for e	ial functions of the job. Check rating box to each rating within the scale and write that	

#### 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 — Improve ment 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
<ol> <li>Quality – The extent to which an employee's work is accurate, thorough and neat</li> </ol>	0>6-9	100-90 89-80 79-70 69-60 Below 60	Points	
<ol> <li>Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.</li> </ol>	0 0 0 0 0 0	100-90 89-80 79-70 69-60 Below 60	Points	
<ol> <li>Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.</li> </ol>	00000	100-90 89-80 79-70 69-60 Below 60	Points	
<ol> <li>Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.</li> </ol>	00000	100-90 89-80 79-70 69-60 Below 60	Points	
<ol> <li>Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.</li> </ol>	02000	100-90 89-80 79-70 69-60 Below 60	Points	
<ol> <li>Independence – The extent to which an employee performs work with little or no supervision.</li> </ol>	00000	100-90 89-80 79-70 69-60 Below 60	Points	

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**JS Bruner** 

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