

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

Mark Steyvers



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