

**EMPLOYEE Performance Appraisal**

# Employee Name:   Job Title:

**Date of Hire:**   **Department:**  **Supervisor:**

# Annual Review 🞎 90 day Review 🞎 Review Period: From To

***Instructions***

The purpose of conducting the Performance Appraisal is to: Develop better communication between the employee and the supervisor; Improve the quality of work; Increase productivity; and Promote employee development. The supervisor should appraise the employee’s overall performance primarily on whether the employee’s performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

***Section I: Performance Review***

**Performance Rating Categories:** Consider the employee’s performance in each category and designate the level of performance that most accurately describes his/her job performance. Give careful consideration to each category before choosing the rating. The following is a description of each level of Performance:

 **Outstanding —** Theemployee consistently exceeds all the expectations for responsibilities and objectives, skills, abilities and commitment required for the job. Possesses superior knowledge of major aspects of the total job and has had experience in each area. Demonstrated superior knowledge and ability to take initiative and improve processes and efficiency resulting in positive impact on the department or organization.

 **Satisfactory —** The employeemetestablished expectations for responsibilities and objectives of the position. Employee demonstrates requisite skills, ability knowledge and commitment for the job.

 **Improvement Needed —** The employee does not always meet the responsibilities and objectives of the job. Demonstrates some of the requisite skills, abilities and knowledge to do the job, but additional training and or commitment is required. Individual may still be learning the job and/or willingness to develop or improve requisite skills, knowledge maybe in question.

***Section II: Review of Previous Goals & Objectives-*** This section should be devoted to a review of the Goals & Objectives established during the previous performance appraisal. If this is a new employee state “new employee”.

***Section III: Accomplishments & Contributions***- State what specific areas of contribution and accomplishments the employee has demonstrated during the review period. i.e. “Attended work shop and improved excel skills” or “identified areas to save expenses”.

***Section IV: Performance Summary***- Summarize the overall performance of the employee during the review period.

***Section V: Compensation Recommendation*** - Based upon the performance evaluation make a recommendation on compensation. State the employees existing compensation, your recommendation and then sign the bottom.

***SECTION I* -** Review *the employee’s performance by checking the most appropriate box in each category based on the time on the job. Write specific example’s supporting each rating.*

**Job / Technical Knowledge:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Possesses and demonstrates a thorough understanding and working knowledge of all phases of the job; including the various techniques and skills necessary for efficient completion of all tasks. Remains up to date on changes /trends in technical knowledge related to job. Understands the impact of his/her job function on other functions/departments and business.

**Specific Examples / Comments**:

**Problem Solving and Decision Making:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Demonstrates ability to make sound and proper decisions by; defining the issue, diagnosing the problem; analyzing the cause(s) and drawing on professional expertise, internal external resources to make recommendation or solutions with minimal negative effect on departmental /company goals and employee relations. Employee demonstrates willingness to take ownership and responsibility for decisions made.

**Specific Examples / Comments**:

**Planning and Organization:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Plans effectively to produce required volume to meet production / dept. goal utilizes appropriate resources; meets or exceeds deadlines without jeopardizing quality; seeks opportunities to increase productivity and/or eliminate waste; able to re-prioritize as required to meet new/changing demands. Carries out work assignments and tasks within budget.

**Specific Examples / Comments**:

**Communication – Verbal and Written:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Demonstrates clear effective communication (includes; listening, nonverbal communication and language) in individual and group settings (all levels, internal and external). Keeps manager/supervisor, associates and subordinates fully informed on work/project status and problems. Provides accurate concise written communication to support scope of assignments.

**Specific Examples / Comments**:

**Interpersonal Skills / Teamwork:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Demonstrates ability to establish and maintain effective relationships both internally and externally. Willing to cooperate and be flexible when working with co-workers, subordinates and management to complete job. Treats all employees and customers with dignity and respect.

**Specific Examples / Comments**:

**Adherence to Company Policy / Safety:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Properly interprets and applies company, department and job policies and guidelines. Maintains a clean, safe work area.

**Specific Examples / Comments**:

**Self Management Skills:**

🞎 **Outstanding** 🞎 **Satisfactory** 🞎 **Improvement Needed**

Displays confidence and remains in control when handling difficult or new situations. Demonstrates adaptability and flexibility when handling change. Demonstrates a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

**Specific Examples / Comments**:

***Section II – Results of Goals and Objectives (established at prior review)***

Goal/Objective:

### Result:

### Goal/Objective:

Result:

Goal/Objective:

Result:

***Section III – Accomplishments and Contributions:***

***Section IV – Performance Summary:***

**RATE OVERALL PERFORMANCE:**

**🞎 Outstanding 🞎 Satisfactory 🞎 Improvement Needed**

***Section V – Goals and Objectives (for new review period):***

**1.**

**2.**

**3.**

**4.**

Employee’s Comments:

Discussed/reviewed with employee on: Follow up requested/desired: 🞎 YES 🞎 NO

Manager/Supervisor Signature: Date:

# Employee Signature: Date:

***Section VI:******compensation Recomendation***

**Supervisor’s Compensation Recommendation:**

 Present Pay Rate $ Hour $ Annual

 Recommended compensation adjustment %

New Pay Rate $ Hour $ Annual

 Supervisor’s Signature Date

**Executive committee approval:**

 Compensation Adjustment (effective July 1st) %

 Executive Committee Signature Date