Performance Appraisal



Employee:	Position:	
Review period: From//	to/	
Reviewer:	Position:	
COMPETENCIES		
JOB KNOWLEDGE:		
How well does the employee's knowledge of position compare to what is outlined in t		the
Performance level:		
Comments:		
QUALITY:		
What is the quality of the employee's ove thoroughness, clarity, timeliness and res		/,
Performance level:		
Comments:		

INNOVATION/PROBLEM SOLVING:

identifying problems and finding and/or recommending solutions? How effective is the employee at making timely and informed decisions required of their position.
Performance level:
Comments:
PLANNING & ORGANIZATION:
How well does the employee plan, organize, prioritize and create a positive work flow, meet deadlines and prepare themselves when required?
Performance level:
Comments:
COMMUNICATION:
How well does the employee communicate both verbally and in writing and understand the communication responsibilities of their position?
Performance level:
Comments:

How creative and effective is the employee in solving complex work issues,

TEAMWORK:

How well does the employee work with other employees; are they dedicated to the mission and do they share knowledge and use resources effectively?

Performance level:
Comments:
WORK ETHIC:
How committed is the employee in obtaining a thorough understanding of their position and achieving superior performance? Does the employee focus on the job, avoid inappropriate gossip and maintain a dedication to the mission? Are they dependable?
Performance level:
Comments:
PRODUCTIVITY:
How productive is the employee; are they focused and do they add value to the overall performance of the organization? Do they establish and achieve goals, meet deadlines, follow through on commitments? Are they prepared when necessary?
Performance level:
Comments:
SERVICE QUALITY:

Does the employee's level of service meet standards for timeliness, quality and accuracy?

Performance level:

Comments:	
PERFORMANCE GOALS	
Using the Goal Analysis and Performance Action Plan which was completed at beginning of the year, evaluate the status of each of the employee's goals a goal has not been successfully accomplished, indicate why and include the of action to accomplish the goal. If performance was the contributing faction to personal and professional development in next year's Analysis and Performance Action Plan	. If e plan tor,
GOAL 1:	
Accomplished: Yes No If no, please explain:	
Plan for personal/professional development created: Yes No	
Accomplished: Yes No If no, please explain:	
Plan for personal/professional development created: Yes No	
Accomplished: Yes No If no, please explain:	

Plan for personal/professional development created: GOAL 4:	No
Accomplished:	
Plan for personal/professional development created: GOAL 5:	No
Accomplished:	
Plan for personal/professional development created: SUMMARY EVALUATION	No
Evaluate the employee's overall level of performance taking all of the competencies into consideration. Overall level of performance:	e preceding
Comments:	
PLANS FOR PERSONAL IMPROVEMENT	
Highlight plans for improvement based on the areas determined to be in improvement as a result of the preceding performance review.	n need of
Comments:	

Employee Comments (optional)	
Employee Signature://	Date:
Reviewer Signature://	Date: