Performance Appraisal



Employee: _____Position: _____

Review period: From _____/_____/_____ to _____/_____/_____

Reviewer: _____Position: _____

COMPETENCIES

JOB KNOWLEDGE:

How well does the employee’s knowledge of what is required to perform in the position compare to what is outlined in the job description?

Performance level:

_____

Comments:

_____

_____

_____

QUALITY:

What is the quality of the employee’s overall output in terms of accuracy, thoroughness, clarity, timeliness and responsiveness.

Performance level:

_____

Comments:

_____

_____

_____

INNOVATION/PROBLEM SOLVING:

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

_____

_____

_____

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 the beginning of the year, evaluate the status of each of the employee's goals. If a goal has not been successfully accomplished, indicate why and include the plan of action to accomplish the goal. If performance was the contributing factor, outline the plan for personal and professional development in next year's Goal Analysis and Performance Action Plan

GOAL 1:

_____

Accomplished: ☐ Yes ☐ No

If no, please explain:

_____

_____

Plan for personal/professional development created: ☐ Yes ☐ No

GOAL 2:

_____

Accomplished: ☐ Yes ☐ No

If no, please explain:

_____

_____

Plan for personal/professional development created: ☐ Yes ☐ No

GOAL 3:

_____

Accomplished: ☐ Yes ☐ No

If no, please explain:

_____

_____

Plan for personal/professional development created: ☐ Yes ☐ No

GOAL 4:

_____

Accomplished: ☐ Yes ☐ No

If no, please explain:

_____

_____

Plan for personal/professional development created: ☐ Yes ☐ No

GOAL 5:

_____

Accomplished: ☐ Yes ☐ No

If no, please explain:

_____

_____

Plan for personal/professional development created: ☐ Yes ☐ No

SUMMARY EVALUATION

Evaluate the employee’s overall level of performance taking all of the preceding competencies into consideration.

Overall level of performance:

_____

Comments:

_____

_____

_____

PLANS FOR PERSONAL IMPROVEMENT

Highlight plans for improvement based on the areas determined to be in need of improvement as a result of the preceding performance review.

Comments:

_____

_____

Employee Comments (optional)

_____

_____

_____

Employee Signature: _____Date: ____/____/____

Reviewer Signature: _____Date: ____/____/____