

CLIENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ SS # \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_ LAST REVIEW DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

**APPRAISAL ACTION**                      Annual                      Promotion                      Other

**Definition of Ratings:**

- 5 = Excellent                      Consistently exceeds the requirement of the element. Little coaching needed.
- 4 = Good                              Consistently meets the requirements of the element. Little supervision needed.
- 3 = Average                          Often meets the requirements of the element. Normal supervision required.
- 2 = Marginal                        Often fails to meet the requirements of the element. Supervision required.
- 1 = Unsatisfactory                Never meets the requirements of the element. Constant supervision required.
- N/A Not Applicable                Category does not apply

PERFORMANCE ELEMENT	RATING	REVIEWER COMMENTS
<b>Job Knowledge:</b> Knowledge of products, policies and procedures.		
<b>Skills Proficiency:</b> Demonstrated knowledge and ability use tools / technology.		
<b>Productivity:</b> Goals are achieved within established timelines. Work is accomplished accurately.		
<b>Control of Operation:</b> Monitors, evaluates and correct performance of self and others.		
<b>Planning:</b> Sets realistic goals and utilizes time / resources wisely. Anticipates changes.		
<b>Cost Control:</b> Operates within or below budget. Manages and uses resources wisely.		
<b>Communication:</b> Effective oral and written skills. Ability to express thoughts / ideas.		
<b>Organization:</b> Ability to structure tasks and establish priorities.		
<b>Reliability:</b> Trustworthy and persistent. Strives to accomplish goals.		
<b>Initiative:</b> Displays independent thinking and drive. Anticipates needs.		
<b>Decision Making:</b> Uses logical and sound judgment. Focuses on facts.		
<b>Leadership:</b> Ability to take charge. Coaches, motivates, and develops others. Serves as role model.		
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PERFORMANCE ELEMENT	RATING	REVIEWER COMMENTS
<b>Teamwork:</b> Willingness to work harmoniously with others. Responds positively.		
<b>Attendance:</b> Demonstrates adherence to company standards and policy.		
<b>Company Values:</b> Exhibits understanding of values. Communicates them with others.		
<b>Key Responsibility</b>		
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ON A SEPARATE PAPER, ADD ADDITIONAL KEY RESPONSIBILITIES AS NEEDED.

**OVERALL RATING**

- 5** Exceptional performance that far exceeds the established requirements.
- 4** Above average performance frequently exceeding the established requirements.
- 3** Competent and satisfactorily meeting requirements.
- 2** Does not adequately accomplish the established requirements.
- 1** Requires immediate improvement.

**DEVELOPMENTAL ACTION PLAN** *(Attach additional sheets as needed)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**REVIEWER COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYEE COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACKNOWLEDGEMENT**

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with this evaluation. I have made my disagreement, if any, known by written notice. I further understand that failure to improved required elements may result in immediate termination of my employment.

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_