

# Employee Appraisal

Employee: \_\_\_\_\_

Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Job Classification: \_\_\_\_\_ Present Rate: \_\_\_\_\_ Total (Pt's): \*\* \_\_\_\_\_

Date of Review: \_\_\_\_\_ 6-Month Review \_\_\_\_\_ Annual Review \_\_\_\_\_ Other \_\_\_\_\_

## Performance Appraisal Ratings

**1. Quality of Work** *Consider the quality of work produced and the promptness with which it is completed. (Bar Coding)*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

**2. Productivity** *Consider the ability to produce quality of accepted work that meets company standards.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

**3. Knowledge of Job** *Consider the knowledge of present job, of the work closely related to it and of the equipment.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

**4. Reliability and Dependability** *Consider the amount of supervision required, and job performance regarding timely completion and follow-up.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

**5. Attendance** *Consider overall attendance records and punctuality.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

**6. Initiative** *Consider the extent to which new work assignments and additional duties are sought out when necessary.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

7. **Attitude** *Works with enthusiasm, able to adapt to changing conditions, willing to accept and carry out orders, works well with others.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

8. **Professional Conduct** *Maintains a professional demeanor, deals patiently and courteously with others, displays tact and diplomacy.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

9. **Availability** *The extent to which an employee is punctual, observes meal periods, has an acceptable overall attendance record.*

(5) Outstanding      (4) Very Good      (3) Good      (2) Below Average      (1) Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_

10. **TOTAL SCORE** \_\_\_\_\_

**COMPLETE ALL THE FOLLOWING:**

1. Accomplishments or new abilities demonstrated since last review: \_\_\_\_\_  
\_\_\_\_\_

2. Specific areas of improvement needed: \_\_\_\_\_  
\_\_\_\_\_

3. Recommendations for professional development: \_\_\_\_\_  
\_\_\_\_\_

4. Absences:      Number of incidents: \_\_\_\_\_      Number of days: \_\_\_\_\_

**EMPLOYEE COMMENTS:**

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

Discussed with individual on \_\_\_\_\_ Employee Signature\* \_\_\_\_\_

Follow-up requested/desired      Yes      No      Follow-up Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*If employee disagrees with the appraisal, he/she may attach additional appropriate comments if needed.

\*\*All appraisal categories are not weighted equally.