

Performance Appraisal Salary



Name	Emp. Number		<input type="checkbox"/> Introductory <input type="checkbox"/> Step <input type="checkbox"/> Annual <input type="checkbox"/> Six Month <input type="checkbox"/> Other (Check One)											
Job Title	Hire Date	Job Date												
Factors	Unsatisfactory	Needs Improvement	Good				Excellent				Outstanding			
	US	NI	G				E				O			
Job Skills Consider knowledge and skills of the present job gained through experience, education or training, and the amount of supervision required.	0		1		2		4		5		7			
Productivity Consider volume of work produced within required time frame. Able to accept additional assignments and assist others. Works with a sense of responsibility and urgency.	-2		1		2		4		6		8			
Quality and Accuracy Consider the accuracy and reliability of results, regardless of value. Consider craftsmanship, freedom from error, waste in time rework.	-2		1		2		4		6		8			
Initiative Evaluate attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required.	-2		1		2		4		5		7			
Time Management Evaluate the efficient operation, handling, and elimination of unnecessary activities in their own and work. Evaluate the efficient use of time in terms of work produced and the handling of unexpected/unscheduled events.	-2		1		2		4		5		7			
Prioritizing Evaluate the employee's ability to effectively prioritize activities and job functions. Consider the abilities to change priorities and align personal priorities with those of the department and company.	-2		1		2		4		5		7			
Problem-Solving Evaluate effectiveness in assessing a problem, analyzing the facts, and reaching a timely and practical decision. Consider anticipation of potential problems and understanding which decisions can be made alone and which requires the involvement of others.	-2		1		2		4		5		7			

Factors	Unsatisfactory	Needs Improvement	Good		Excellent		Outstanding		
	US	NI	G		E		O		
Follow-up Evaluate the establishment of procedures to monitor the results of delegations, assignments, or projects, taking into consideration the skills, knowledge, and experience of the assigned individual and characteristics of the assignment or project.	-2	1	2	4	5	7			
Interpersonal Skills Evaluate the ability to establish and maintain productive working relationships and encourage positive interaction with all co-workers. Consider willingness to work with and assist others in a team effort.	-2	1	2	4	5	7			
Credibility Evaluate the employee's credibility with peers, other managers and yourself. Consider areas of credibility such as job knowledge, interpersonal skills and communication skills used in maintaining one's credibility.	-2	1	2	4	5	7			
Communication Evaluate ability to effectively communicate in a clear, logical and well thought-out manner. Consider willingness to contribute to meetings and group efforts.	-2	1	2	4	5	7			
Adaptability Evaluate the ability to adjust to changing job responsibilities, changing priorities, new procedures, and unexpected work loads and stresses. Consider contribution of new ideas and methods.	-2	1	2	4	5	7			
Safety Awareness Consider employee's actual and observed safety habits and practices. Employee's safety record is considered in the rating.	-8	2	3	5	7				
Employee attendance record is measured. Ratings must be consistent with record.	-5	2	5	7					
Total									

PERFORMANCE SUMMARY

Describe in detail the employee's performance since the last review as it relates to accomplishing the essential function, duties and responsibilities of the position. Include specific examples to support your assessment.

Comments:

DEVELOPMENT PLAN

Personal Development Plan: Continuous improvement demands that all of us enhance our skills and knowledge. This development plan refers to improving performance in the current position and preparing for further assignments. List areas for improvement that will be addressed by one of job development assignments, such as leading an action team, rotational assignments, and expanding job functions, and areas for improvement that will be met by a formalized training experience. The employee and manager then meet to discuss these areas and develop a plan that addresses the agreed-upon personal development needs. The "Actual Progress" selection is completed at the interim and final reviews.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Written Communication | <input type="checkbox"/> Adaptability to Change | <input type="checkbox"/> Planning & Organization |
| <input type="checkbox"/> Customer Orientation | <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Quality of Work Project | <input type="checkbox"/> Management |
| <input type="checkbox"/> Decision-making/Judgement | <input type="checkbox"/> Job Skills/Knowledge | <input type="checkbox"/> Quantity | <input type="checkbox"/> Employee Development |
| <input type="checkbox"/> Analytical & Problem-solving | <input type="checkbox"/> Innovation/Creativity | <input type="checkbox"/> Leadership | <input type="checkbox"/> Meeting Commitments |
| <input type="checkbox"/> Dependability | <input type="checkbox"/> Initiative | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Disseminating Crucial Information |

Areas for Improvement	Planned Development/Training Activities	Actual Progress

EMPLOYEE COMMENTS

Employees are encouraged to make comments and suggestions about their performance appraisal. Attach additional sheets if necessary.

Employee Signature _____ Date _____

I have reviewed this appraisal and discussed the recommendations for my development with my supervisor. My signature means that I have been advised of my performance and does not necessarily imply that I agree with this appraisal. I have been given the opportunity to provide comments about my performance

Supervisor	Date	Manager	Date	Director	Date
Vice President	Date	President	Date	Human Resources	Date