

Performance Appraisal

Employee Name: _____ (Please Print) Appraisal Date: _____
Team: _____ Position: _____
Appraisal Period: From: _____ To: _____

Instructions:

This form has been issued to you one week prior to your scheduled Performance Appraisal. Please be prepared to discuss Performance Areas and Topics For Discussion shown below. You may prepare notes to share or use for personal reference.

Performance Areas are based on the following definitions:

Exceeds: Consistently performs above and beyond responsibilities of the position
Meets: Demonstrates performance which meets responsibilities of the position
Needs Improvement: Shows a need for improvement and further development to meet responsibilities of the position
Unacceptable: Demonstrates an inability or unwillingness to perform responsibilities of the position

Performance Areas:

1. Quality of Work
2. Productivity / Effectiveness
3. Knowledge of Required Skills
4. Customer Service (Internal / External)
5. Attitude
6. Teamwork
7. Independence / Initiative
8. Attendance / Punctuality

Topics for Discussion: Use this area to write notes on topics related to your position that you would like to discuss. For example: strengths, improvements, future goals and goals achieved, support needed and received, and tools needed for success.

Performance Appraisal

Employee Name: _____
(Please Print)

Team: _____

Position: _____

Date of Hire: _____

Previous Appraisal Date: _____

Appraisal Period: From: _____ To: _____

Appraisal Date: _____

Purpose: Annual
 End of Introductory Period
 Promotion
 Unsatisfactory Performance
 Other _____

Definitions:

Exceeds: Consistently performs above and beyond responsibilities of the position
 Meets: Demonstrates performance which meets responsibilities of the position
 Needs Improvement: Shows a need for improvement and further development to meet responsibilities of the position
 Unacceptable: Demonstrates an inability or unwillingness to perform responsibilities of the position

Performance Areas:

	Exceeds	Meets	Needs Improvement*	Unacceptable*	Comments
1 Quality of Work: <i>Work performed is accurate, neat, and shows attention to detail</i>					
2 Productivity / Effectiveness: <i>Completes assigned work, meets deadlines, is organized, shows ability to identify problems and recommend solutions</i>					
3 Knowledge of Required Skills: <i>Possesses practical/technical knowledge required for position</i>					
4 Customer Service (Internal and External): <i>Responds effectively (written/verbal) to requests from internal co-workers and external customers in a professional manner</i>					
5 Attitude: <i>Displays a positive attitude toward co-workers and willingly responds to requests from leaders</i>					
6 Teamwork: <i>Communicates well, shows cooperation and willingness to assist team members as needed</i>					
7 Independence / Initiative: <i>Performs work with little or no supervision, shows personal growth and willingness to improve skills</i>					
8 Attendance / Punctuality: <i>Present and on-time during expected hours with minimal absences</i>					

* If "Needs Improvement" or "Unacceptable" is checked, explanation will be provided.

