

Employee Appraisal

Employee _____

Employee # _____

Department _____ Job Classification _____ Present Rate _____ Grade _____

Date of Review _____ Six 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.*

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

2. **Productivity** *Consider the ability to produce quantity of accepted work which meets company standards.*

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

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

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

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

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

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

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

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

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

7. Creativity Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

8. Working Relationships Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperate with fellow employees and supervisors.

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

9. Adherence to Company Policies Follows policies and procedures regarding safety, security harassment-free environment and others.

Outstanding Very Good Good Needs Improvement Unsatisfactory

Comments: _____

Overall Performance Rating

OUTSTANDING VERY GOOD GOOD NEEDS IMPROVEMENT UNSATISFACTORY

Supervisor's comments on overall performance evaluation

Employee's comments: _____

Specific steps employee must take to improve performance within specified time period: _____

After evaluation, do not discuss your evaluation with the employee until this review is returned to you with proper approval.

Signature of person who made evaluation _____ Date _____

Division Manager's Approval _____ Date _____

Personnel Manager's Approval _____ Date _____

Employee's Signature _____ Date reviewed with employee: _____