

Performance Management Performance Appraisal

I. EMPLOYEE INFORMATION		
Employee Name:	Job Title:	
Banner ID:	Department:	
Supervisor Name:	Review Date:	
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Quality of Work: <i>Work is completed accurately (few or no errors), efficiently, and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Communication Skills: <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		

Supervisor Comments:

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance

Employee Comments:

Supervisor Comments:

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
Cooperation & Teamwork: <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance

Employee Comments:

Supervisor Comments:

III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
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<p>Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i></p>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<p>Training & Development: <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i></p>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
IV. PERFORMANCE GOALS		
Set objectives and outline steps to improve in problem areas or further employee development.		
Employee Goals:		

Supervisor Goals:

V. SUPERVISOR'S OVERALL RATING

<input type="checkbox"/> EXCEPTIONAL PERFORMANCE	<input type="checkbox"/> EXCEEDS EXPECTATIONS	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> NEEDS IMPROVEMENT	<input type="checkbox"/> UNACCEPTABLE PERFORMANCE
<i>Employee consistently performs at a superior level; consistently exceeds goals and expectations; makes unique contribution to department</i>	<i>Employee consistently performs beyond expectations in a majority of job responsibilities; makes significant contribution to overall department goals</i>	<i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>

Comments on the employee's overall performance:

VI. EMPLOYEE COMMENTS (OPTIONAL)

VII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.

Employee Signature: Date:

Supervisor Signature: Date: