



Performance Appraisal: Employee Review Form

Name _____ Job Title _____

Manager _____ Department _____

Review Period From _____ To _____

Purpose of Review:
___ Introductory ___ Annual Performance ___ Other _____

Score the performance in each job factor below on a scale of 5 - 1, as follows:

5 = Outstanding, consistently exceeds this job factor expectation and is recognized by peers and/or customers as a leader and positive example for others.

4 = Above Expectations, consistently meets and occasionally exceeds this job factor expectation.

3 = Meets Expectations, consistently meets this job factor expectation.

2 = Below Expectations, occasionally fails to meet this job factor expectation.

1 = Needs Improvement, consistently fails to meet this job factor expectation and a job performance improvement plan is required.

Section 1 - Job Performance (60% of total score)

Enter up to five job knowledge and skill factors from the job description SCORE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Overall Score (Add all scores and divide by the number of factors) x 12 = _____

Comments

Section 2 – Personal Performance (20% of total score)

<u>Dependability</u> _____	_____
<u>Attendance & punctuality</u> _____	_____
<u>Interpersonal skills</u> _____	_____
<u>Flexibility</u> _____	_____
<u>Communication skills</u> _____	_____
<u>Teamwork</u> _____	_____

Customer service _____

Overall Score (Add all scores and divide by the number of factors) x 4= _____

Comments

Section 3 - Personal Improvement (20% of total score)

Change environment support _____

Quality Improvement support _____

Professional growth _____

Developmental goal accomplishment _____

Overall Score (Add all scores and divide by the number of factors) x 4= _____

Comments

Add Overall Scores from Section 1-3 = **Total Score** _____

Developmental goals for next review period

1. _____
2. _____
3. _____

Signatures

Employee _____ Date _____

Employee comments:

Supervisor/Manager _____ Date _____

Department Head _____ Date _____

Human Resources _____ Date _____