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Open

**PERFORMANCE PLANNING AND APPRAISAL FORM
NON-BARGAINING UNIT, NON-MANAGEMENT PERSONNEL**

Section II - PERFORMANCE FACTORS

The following factors are important indicators of the skills and abilities an employee brings to the performance of his or her duties. In addition to evaluating key responsibilities and performance objectives, these performance factors help to assess total performance. At the beginning of the annual performance cycle, supervisors and employees identify expectations for successful performance. These performance expectations may be explained in the "Comments" section.

At the end of the annual performance cycle, the supervisor rates the degree - 1 (Below Standards/Expectations), 2 or 3 (Meets Expectations) or 4 or 5 (Exceeds Expectations) - to which the employee reflects these characteristics in the regular performance of his/her duties. Please use specific examples and comments to illustrate your rating.

Performance Factors	Applies	Not Applicable	Self Rating	Supervisor Rating	Final Rating
PROFICIENCY IN CURRENT ROLE: <ul style="list-style-type: none"> • Demonstrates knowledge of position and/or team role. • Understands how position and responsibilities fit within the organization and contribute to department results. 					
QUALITY OF WORK: <ul style="list-style-type: none"> • Maintains standards consistently. Is consistent in achieving accuracy, neatness, thoroughness, overall effectiveness and attentiveness to detail. 					
QUANTITY OF WORK: <ul style="list-style-type: none"> • Produces expected volume of work in a timely manner. 					
PLANNING AND ORGANIZATION OF WORK: <ul style="list-style-type: none"> • Establishes priorities. Anticipates and prepares for changing workload or working conditions. • Coordinates and uses available resources to get work done to assure important deadlines are met. 					
INITIATIVE: <ul style="list-style-type: none"> • Shows ability to work independently in context of the job. • Demonstrates willingness to assume additional responsibility. • Suggests ways to enhance work processes or operations. 					
INTERPERSONAL RELATIONS: <ul style="list-style-type: none"> • Maintains positive working relationships. • Is flexible and willing to cooperate with others. • Demonstrates ability to listen and understand. 					

Employee Appraisal Form

Date: _____
 Name of Employee: _____ Completed by: _____

1. 4 Most Successful Job Accomplishments since Last Performance Period:

A. _____
 B. _____
 C. _____
 D. _____

2. Key Strengths of Employee:

A. _____
 B. _____
 C. _____
 D. _____

3. Problems since Last Performance Appraisal:

A. _____
 B. _____
 C. _____
 D. _____

4. Key Areas that need Improvement:

A. _____
 B. _____
 C. _____
 D. _____

5. Teamwork Ability:

A. _____
 B. _____
 C. _____
 D. _____



TEMPLATE NET



Employee Appraisal Form

EMPLOYEE INFORMATION:

Last Name: _____ Employee ID: _____
 Position Title: _____ Department: _____

EVALUATION INFORMATION: Appraisal Period Start Date: _____ Appraisal Period End Date: _____
 Probation (Within 1 Year) Ongoing Probation (1-30 Days) Annual Review

RATING KEY:

1.00 - 1.25: **Exceptional Performance** Accomplishments are consistently above expected level of essential job requirements.
 1.26 - 1.50: **Meets Exceptional Performance** Meets and is above satisfactory performance standards at times.
 1.51 - 1.75: **Meets Satisfactory Performance** Job performance is satisfactory, acceptable and consistent about expectations.
 1.76 - 2.00: **Meets Minimum Performance** Meets minimum requirements in satisfactory job situation.
 2.01 - 2.25: **Needs Improvement** Performance is at unacceptable level. Performance requires correction in some areas in order to successfully meet job requirements. Performance requires a high degree of supervision.
 2.26 - 2.50: **Unsatisfactory Performance** Performance is well below acceptable standards with the result that essential contributions are impaired and substantial performance requires single degree of supervision and immediate corrective action.

SECTION 1: QUALITY OF WORK ANALYSIS [Please evaluate 2 to 5 essential functions]

1. Quality of Work Essential Function #1 Please Select a Performance Rating

TELE RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

2. Quality of Work Essential Function #2 Please Select a Performance Rating

TELE RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.
