

COMPANY NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

REVIEWER \_\_\_\_\_

CURRENT EVALUATION PERIOD    START \_\_\_\_\_ END: \_\_\_\_\_    LAST EVALUATION DATE \_\_\_\_\_

 EVALUATION TYPE     MERIT  ANNUAL  PROMOTION  CORRECTIVE  OTHER \_\_\_\_\_

*RATING SCALE Rate the performance for each applicable Job Element. List and rate Key Job Elements in the spaces indicated.*

<b>5 =</b>	Excellent	Consistently exceeds requirements. Demonstrates exceptionally high level of proficiency. Direction not required.
<b>4 =</b>	Good	Consistently meets and often exceeds requirements. Demonstrates high level of proficiency. Occasional direction required.
<b>3 =</b>	Average	Often meets and occasionally exceeds requirements. Demonstrates required proficiency. Moderate direction required.
<b>2 =</b>	Marginal	Often fails to meet requirements. Demonstrates only moderate level of proficiency. Frequent direction and/or correction required.
<b>1 =</b>	Unsatisfactory	Does not meet requirements. Demonstrates minimal level of proficiency. Requires constant direction and/or correction.
<b>N/A</b>	Not Applicable	Category does not apply

JOB ELEMENT	5	4	3	2	1	N/A	COMMENTS
<b>JOB KNOWLEDGE:</b> Knowledgeable of products, policies and procedures.							
<b>QUALITY OF WORK:</b> Produces accurate, neat, and complete work product.							
<b>CONTROL OF OPERATION:</b> Monitors, evaluates and corrects performance of self and others.							
<b>INITIATIVE / JUDGMENT:</b> Identifies and appropriately solves or refers problems.							
<b>PLANNING:</b> Sets realistic goals and utilizes time / resources wisely. Anticipates changes.							
<b>COST CONTROL:</b> Operates within or below budget. Manages and uses resources wisely.							
<b>DECISION MAKING:</b> Uses logical and sound judgment. Focuses on facts.							
<b>COMMUNICATION:</b> Speaks and writes in a clear and concise manner as related to the job.							
<b>LEADERSHIP:</b> Ability to take charge. Coaches, motivates, and develops others. Serves as role model.							
<b>ATTENDANCE:</b> Follows company's policies. Serves as role model.							
<b>SAFETY:</b> Adheres and promotes safety standards. Maintains good housekeeping standards.							

**PERFORMANCE APPRAISAL – MANAGEMENT**

COMPANY VALUES: Exhibits understanding of values. Communicates them to others.							
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RESPONSIBILITY List a job specific duty or task	5	4	3	2	1	N/A	COMMENTS
RESPONSIBILITY:							
RESPONSIBILITY:							
RESPONSIBILITY:							

OVERALL PERFORMANCE RATING

REVIEWER COMMENTS:

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DEVELOPMENT PLAN Please attach additional sheets if needed

1. ACTION \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_  
 ITEM \_\_\_\_\_  
 RESULT \_\_\_\_\_

2. ACTION \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_  
 ITEM \_\_\_\_\_  
 RESULT \_\_\_\_\_

3. ACTION \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_  
 ITEM \_\_\_\_\_  
 RESULT \_\_\_\_\_

REVIEWER SIGNATURE

APPROVED BY

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EMPLOYEE ACKNOWLEDGEMENT

**PERFORMANCE APPRAISAL – MANAGEMENT**

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with this evaluation. I have made my disagreement, if any, known by written notice on this evaluation. I further understand that failure to improved required job factors may result in immediate termination of my employment

EMPLOYEE COMMENTS

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EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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