



Performance Appraisal

EMPLOYEE: _____

POSITION: _____ (Supervisor) _____

Review Period: _____ Type of Review: Regular Probationary Interim

GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

UNSATISFACTORY (1)

SATISFACTORY (2)

OUTSTANDING (3)

GENERAL PERFORMANCE FACTORS – All employees should be reviewed on the first seven factors.	1	2	3	Comments
1. JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skills; such as- work practices, policies, procedures, resources, laws, customer service, and technical information.				
2. WORK RESULTS – Met established objectives/expectations/standards of quality, quantity, customer service, and timeliness both individually and in a team.				
3. WORK HABITS – Practiced efficient methods of operation, customer service, proper conduct, speech, ethical behavior, planning and organization of work, proper care and maintenance of assigned equipment, and economical use of supplies.				
4. INTERPERSONAL RELATIONS - Developed and maintained positive and constructive internal/external relationships. Recognized needs and sensitivities, diversity, inclusiveness, collaboration of others, and treated others in a fair and equitable manner. Demonstrated effectiveness as a team player & ability to give and receive constructive criticism, accept supervision, and resolve conflicts.				
5. DEPENDABILITY - Degree to which employee can be relied upon to work steadily and effectively; attendance, punctuality.				
6. COMMUNICATION Exchanged information with others in an effective, timely, clear, concise, logical, and organized manner; <i>includes listening, speaking, & writing.</i>				
7. SAFETY & SECURITY --Application of accident prevention techniques and unit’s safety.				
8. INITIATIVE - (If applicable) the extent to which the employee is self-directed, resourceful, and creative in performing job duties individually or in a team. Also measured are the employee’s self-improvement efforts to enhance skills and knowledge to stay current with changes impacting the job.				
9. MANAGEMENT OF PERSONNEL & RESOURCES (Required for all supervisors) Effectively manages program/projects, employees, budget, technology, and organizational change to produce positive results. Engages in performance management, teamwork, staff development, and recognition of accomplishments. Promotes customer service, effective communication, and positive employee relations. Uses innovation and fulfills administrative requirements.				
OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)				
OVERALL RATING				
SPECIAL PERFORMANCE FACTORS - List below. Define and rate employee on any appropriate factors not listed above.				
COMMENTS – (Continue additional comments on a separate 8½ x 11 sheet of paper)				

DEFINITIONS OF RATINGS

UNSATISFACTORY – Employee’s performance with respect to the factor under consideration is below acceptable standards.

SATISFACTORY – Employee’s performance with respect to the factor under consideration occasionally exceeds acceptable standards.

OUTSTANDING – Employee’s performance with respect to the factor under consideration consistently exceeds acceptable standards.

OVERALL REVIEW

EMPLOYEE’S SIGNATURE Date

REVIEWER’S SIGNATURE/TITLE (Employee’s immediate supervisor) Date

REVIEWING OFCR’S SIGNATURE/TITLE (Reviewer’s immediate supervisor) Date

I would like to discuss this report with the reviewing officer: YES NO

As requested, reviewing officer discussed report.

REVIEWING OFCR’S SIGNATURE/TITLE (Reviewer’s immediate supervisor) Date

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section