

MANAGERIAL PERFORMANCE APPRAISAL

Employee Name	Social Security Number	Today's Date
Job Title	Department	Evaluation Date

Evaluation Type: Annual Probationary Other

Employee and supervisor must rate independently and then meet and discuss.

RATING SCALE

(O) Outstanding: Continuously exceeds expectations for the position.

(C) Commendable: Accomplishments exceed expected level or essential requirements.

(S) Satisfactory: Performance meets all standards of job requirements.

(NI) Needs Improvement: Performance does not meet standards of job requirements; work requires frequent guidance and checking. Improvement is expected as identified in goals, objectives, and action plan.

(U) Unsatisfactory: Performance is substandard; requires a high degree of supervision and direction. Deficiencies are clearly evident and specific; remedial action is required as identified in goals, objectives, and action plan.

GENERAL SECTION		Employee Rating	Supervisor Rating
1	KNOWLEDGE: Maintains current knowledge of organization, functions, systems, policies, procedures, and mission and goals appropriate to position. Comments:		
2	QUALITY OF WORK: Degree of accuracy, skill, thoroughness and competency in completing work assignments. Comments:		
3	ATTITUDE: Works cooperatively with a variety of individuals to achieve common objectives. Enthusiasm, persistence, discretion, general disposition in the work environment Comments:		
4	INTERPERSONAL RELATIONS: Degree of cooperation with co-workers, and supervisors. Is tactful and courteous, shows genuine concern in meeting customers' needs. Comments:		
5	PROBLEM SOLVING: Ingenuity or resourcefulness, finding new or better methodology to accomplish goals, reduces costs, saving time or improving quality. Comments:		
6	ATTENDANCE: Punctuality and attendance adheres to departmental requirements. Rate of absenteeism and its impact on completion of departmental work objectives. Comments:		

7	DEPENDABILITY: Demonstrates the ability to work independently, to anticipate needs and voluntarily takes appropriate action. Comments:		
8	TIME MANAGEMENT: Plans, organizes, and completes activities according to agreed upon priorities and deadlines. Comments:		
SUPERVISORY SECTION		Employee Rating	Supervisor Rating
1	SUPERVISION OF OTHERS: Clarity of instructions and guidance given to subordinates. Praises in public and criticizes in private. Resolves problems in a proactive, fair, and consistent manner. Comments:		
2	LEADERSHIP: Inspires teamwork. Leads by example, motivates staff and fosters teamwork. Supports staff in developing and accomplishing goals. Comments:		
3	ORGANIZATION: Efficient in planning, scheduling, delegating and utilizing staff. Comments:		
4	DRIVE FOR RESULTS: Department goals and deadlines met timely and efficiently. Comments:		
5	TRAINING AND DEVELOPMENT: Trains direct reports and assists them in development of new skills. Comments:		
6	COMPLIANCE WITH COMPANY POLICY: Meets objectives within established guidelines. Comments:		
7	FISCAL RESPONSIBILITY: Plans and adheres to department budget. Comments:		
OTHER ACCOMPLISHMENTS OVER THE PAST YEAR AND UNANTICIPATED GREAT STUFF NOT LISTED ABOVE:			

JOB DESCRIPTION SECTION		Employee Rating	Supervisor Rating
Select five <i>Critical Accountabilities</i> from the employee's job description for evaluation.			
1	Accomplishments over the past year:		
2	Accomplishments over the past year:		
3	Accomplishments over the past year:		
4	Accomplishments over the past year:		
5	Accomplishments over the past year:		

PROGRESS TOWARD GOALS AND ESTABLISHING NEW GOALS

Your goals should a) help you and your department continually improve performance, and b) help you develop professionally. With your supervisor, follow these standards in evaluating progress and in setting new goals:

- 1) Make your goals measurable and measure your progress regularly. Keep your supervisor informed of your progress.
- 2) Set goals in areas of accountability which are high priority where you will spend the bulk of your work time.
- 3) Each goal should relate to one or more of your accountabilities. (Some accountability may not have a goal.)
- 4) Establish goals to remedy weaknesses in job performance that you and/or your supervisor identify.
- 5) Include professional development or learning goals tied to one or more of your accountabilities so that you are continually improving in your professional skills or developing new ones.
- 6) Seek the help of your supervisor, department colleagues and others in helping you achieve your goals. Your supervisor should provide support and coaching in your performance improvement and development.
- 7) Keep a record, history, journal or portfolio of your accomplishments and activities as you pursue your goals.

Goals for the coming year:

First Level Supervisor Comments:

My signature indicates that I have reviewed this performance appraisal, the employees' job description, and contacted and received input from all supervisors that my employee works with.

Supervisor Signature: _____ Date: _____

Employee Comments:

My signature does not necessarily mean agreement with performance appraisal.

Employee Signature: _____ Date: _____