

# Performance Appraisal

2016

<b>Employee:</b> {employee name}	<b>Position:</b> {job title}	<b>Hire Date:</b> {date of hire}
<b>Department:</b> {department}	<b>Status:</b> {full or part} Time	<b>Review Date:</b> {date of review}
<b>Appraiser:</b> {supervisor}	<b>Review Period:</b> {time period}	

## Appraisal Overview

### Factor vs. Goal Weight

<b>Factor Weight:</b>	80%
<b>Goal Weight:</b>	20%

### Performance Factors

<b>Communication / Public Relations</b>	12.5%
<b>Decision-Making / Judgment / Problem Solving</b>	12.5%
<b>Employee Management</b>	12.5%
<b>Initiative</b>	12.5%
<b>Job Knowledge</b>	12.5%
<b>Management Effectiveness / Leadership</b>	12.5%
<b>Quality &amp; Quantity of Work</b>	12.5%
<b>Teamwork &amp; Cooperation</b>	12.5%

### Goal Performance

<b>Goal 1</b> {Previous Year Goal 1}	Due {date}	20%
<b>Goal 2</b> {Previous Year Goal 2}	Due {date}	20%
<b>Goal 3</b> {Previous Year Goal 3}	Due {date}	20%
<b>Goal 4</b> {Previous Year Goal 4}	Due {date}	20%
<b>Goal 5</b> {Previous Year Goal 5}	Due {date}	20%

## Performance Factors

<b>Communication / Public Relations</b>	The ability to effectively converse and listen to others concerning matters. The use of properly written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.]. The degree to which customer service and professional rapport is demonstrated in the day-to-day business environment.	12.5%
<b>1: Unacceptable      2: Needs Improvement      3: Contributor      4: Valued Performer      5: High Performer</b>		
<b>Individual Factor Summary</b>		<b>Rating    Score</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Decision-Making / Judgment / Problem Solving</b>	The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact. The ability to define and offer solutions to resolve problems. Uses knowledge of the organization to identify helpful resources.	12.5%
<b>1: Unacceptable      2: Needs Improvement      3: Contributor      4: Valued Performer      5: High Performer</b>		
<b>Individual Factor Summary</b>		<b>Rating    Score</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Employee Management</b>	The degree to which the supervisor creates a positive management environment. The ability to motivate employees, preserve high morale, and supervise with fairness and consistency.	12.5%
<b>1: Unacceptable</b>	<b>2: Needs Improvement</b>	<b>3: Contributor</b>
	<b>4: Valued Performer</b>	<b>5: High Performer</b>
<b>Individual Factor Summary</b>		<b>Rating</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Initiative</b>	Extent to which employee makes work improvements, identifies and corrects errors, initiates work activities, assumes responsibility, and anticipates needs.	12.5%
<b>1: Unacceptable</b>	<b>2: Needs Improvement</b>	<b>3: Contributor</b>
	<b>4: Valued Performer</b>	<b>5: High Performer</b>
<b>Individual Factor Summary</b>		<b>Rating</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Job Knowledge</b>	The depth of know-how to perform the job. The application of know-how in performing the job. The degree of know-how acquired to understand other organizational functions and the company's strategic objectives.	12.5%
<b>1: Unacceptable</b>	<b>2: Needs Improvement</b>	<b>3: Contributor</b>
	<b>4: Valued Performer</b>	<b>5: High Performer</b>
<b>Individual Factor Summary</b>		<b>Rating</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Management Effectiveness / Leadership</b>	The degree to of management effectiveness as measured by unit results and/or resource planning. Prioritizing and planning ahead in order to meet changing needs. The ability to effectively lead others in achieving stated duties and assignments. The degree to which the manager demonstrates a positive example in leading staff toward achievement of township goals and mission.	12.5%
<b>1: Unacceptable</b>	<b>2: Needs Improvement</b>	<b>3: Contributor</b>
	<b>4: Valued Performer</b>	<b>5: High Performer</b>
<b>Individual Factor Summary</b>		<b>Rating</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Quality &amp; Quantity of Work</b>	Extent to which completed work is accurate, neat, well organized, thorough, and meets regulatory and internal requirements. Amount of work completed within designated timeframes.	12.5%
<b>1: Unacceptable</b>	<b>2: Needs Improvement</b>	<b>3: Contributor</b>
	<b>4: Valued Performer</b>	<b>5: High Performer</b>
<b>Individual Factor Summary</b>		<b>Rating</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

<b>Teamwork &amp; Cooperation</b>	The degree to which individuals promote a collaborative, cooperative, and productive working environment. The level of demonstrated sensitivity, team building, support, and respect. The degree of synergy promoted.	12.5%
<b>1: Unacceptable</b>	<b>2: Needs Improvement</b>	<b>3: Contributor</b>
	<b>4: Valued Performer</b>	<b>5: High Performer</b>
<b>Individual Factor Summary</b>		<b>Rating</b>
Appraiser		0
Employee		--
<b>Total</b>		<b>0</b>

**Performance Factors Total Score**

**0**

# Goal Performance

<b>Goal 1</b>					<b>Due {date}</b>	20%
{Previous Year Goal 1}						
<b>1: Not Addressed</b>	<b>2: Incomplete</b>	<b>3: Progress</b>	<b>4: Complete</b>	<b>5: Exceeded</b>		
<b>Individual Goal Summary</b>					<b>Rating</b>	<b>Score</b>
Appraiser						0
Employee						--
<b>Total</b>						<b>0</b>

**Appraiser Comments:**

**Employee Comments:**

<b>Goal 2</b>					<b>Due {date}</b>	20%
{Previous Year Goal 2}						
<b>1: Not Addressed</b>	<b>2: Incomplete</b>	<b>3: Progress</b>	<b>4: Complete</b>	<b>5: Exceeded</b>		
<b>Individual Goal Summary</b>					<b>Rating</b>	<b>Score</b>
Appraiser						0
Employee						--
<b>Total</b>						<b>0</b>

**Appraiser Comments:**

**Employee Comments:**

<b>Goal 3</b>					<b>Due {date}</b>	20%
{Previous Year Goal 3}						
<b>1: Not Addressed</b>	<b>2: Incomplete</b>	<b>3: Progress</b>	<b>4: Complete</b>	<b>5: Exceeded</b>		
<b>Individual Goal Summary</b>					<b>Rating</b>	<b>Score</b>
Appraiser						0
Employee						--
<b>Total</b>						<b>0</b>

**Appraiser Comments:**

**Employee Comments:**

<b>Goal 4</b> {Previous Year Goal 4}					<b>Due {date}</b>	20%
1: Not Addressed	2: Incomplete	3: Progress	4: Complete	5: Exceeded		
<b>Individual Goal Summary</b>					<b>Rating</b>	<b>Score</b>
Appraiser						0
Employee						--
<b>Total</b>						<b>0</b>

**Appraiser Comments:**

**Employee Comments:**

<b>Goal 5</b> {Previous Year Goal 5}					<b>Due {date}</b>	20%
1: Not Addressed	2: Incomplete	3: Progress	4: Complete	5: Exceeded		
<b>Individual Goal Summary</b>					<b>Rating</b>	<b>Score</b>
Appraiser						0
Employee						--
<b>Total</b>						<b>0</b>

**Appraiser Comments:**

**Employee Comments:**

**Goal Performance Total Score**

**0**

## Future Goals

<b>Goal 1:</b> {New Year Goal 1}	<b>Due: {date}</b>	30%
<b>Goal 2:</b> {New Year Goal 2}	<b>Due: {date}</b>	15%
<b>Goal 3:</b> {New Year Goal 3}	<b>Due: {date}</b>	15%
<b>Goal 4:</b> {New Year Goal 4}	<b>Due: {date}</b>	20%
<b>Goal 5:</b> {New Year Goal 5}	<b>Due: {date}</b>	20%

## Comments

### Summary Comments

Appraiser:

Employee:

### Strengths & Weaknesses

Appraiser:

**Strengths:**

**Weaknesses:**

Employee:

**Strengths:**

**Weaknesses:**

### Additional Training Needs

Appraiser:

Employee:

## Final Score Calculation

	Totals	Weight	Score	Performance Rating
Performance Factors	0	80%	0	0
Goal Performance	0	20%	0	{value}

Signature

Full Name

Role

Date

\_\_\_\_\_  
{employee name}

Employee

\_\_\_\_\_  
{supervisor}

Appraiser

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