

Performance Appraisal

2016

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

Appraisal Overview

Factor vs. Goal Weight

Factor Weight:	80%
Goal Weight:	20%

Performance Factors

Communication Skills	20%
Initiative	20%
Quality and Quantity of Work	20%
Work Habits	20%
Knowledge of Work	10%
Teamwork & Professionalism	10%

Goal Performance

Goal 1: {Previous Year Goal 1}	Due: {date}	50%
Goal 2: {Previous Year Goal 2}	Due: {date}	50%

Performance Factors

Communication Skills	Ability to effectively communicate with staff, vendors, managers, and administration, in getting activities & tasks complete.	20%
1: Unacceptable 2: Needs Improvement 3: Contributor 4: Valued Performer 5: High Performer		
Individual Factor Summary		Rating Score
Appraiser		0
Employee		--
Total		0

Initiative	Extent to which employee makes work improvements, identifies and corrects errors, initiates work activities, assumes responsibility, and anticipates needs.	20%
1: Unacceptable 2: Needs Improvement 3: Contributor 4: Valued Performer 5: High Performer		
Individual Factor Summary		Rating Score
Appraiser		0
Employee		--
Total		0

Quality and Quantity of Work	Extent to which completed work is accurate, neat, well organized, thorough, and meets regulatory and internal requirements. Amount of work completed within designated timeframes.	20%
1: Unacceptable 2: Needs Improvement 3: Contributor 4: Valued Performer 5: High Performer		
Individual Factor Summary		Rating Score
Appraiser		0
Employee		--
Total		0

Work Habits	Effectiveness in organizing work, using tools and processes to ensure timely delivery, and accuracy.				20%
1: Unacceptable	2: Needs Improvement	3: Contributor	4: Valued Performer	5: High Performer	
Individual Factor Summary					Rating
Appraiser					0
Employee					--
Total					0

Knowledge of Work	Degree of competence in providing services in areas or knowledge and expertise.				10%
1: Unacceptable	2: Needs Improvement	3: Contributor	4: Valued Performer	5: High Performer	
Individual Factor Summary					Rating
Appraiser					0
Employee					--
Total					0

Teamwork and Professionalism	Recognizes needs and desires of other people, treats others with respect and courtesy, and inspires respect and confidence.				10%
1: Unacceptable	2: Needs Improvement	3: Contributor	4: Valued Performer	5: High Performer	
Individual Factor Summary					Rating
Appraiser					0
Employee					--
Total					0

Performance Factors Total Score **0**

Goal Performance

Goal 1: {Previous Year Goal 1}					Due: {date}	50%
1: Not Addressed	2: Incomplete	3: Progress	4: Complete	5: Exceeded		
Individual Goal Summary					Rating	Score
Appraiser						0
Employee						--
Total						0

Appraiser Comments:

Employee Comments:

Goal 2: {Previous Year Goal 2}					Due: {date}	50%
1: Not Addressed	2: Incomplete	3: Progress	4: Complete	5: Exceeded		
Individual Goal Summary					Rating	Score
Appraiser						0
Employee						--
Total						0

Appraiser Comments:

Employee Comments:

Goal Performance Total Score **0**

Future Goals

Goal 1: {New Year Goal 1}	Due: {date}	{%}
Goal 2: {New Year Goal 2}	{insert date}	{%}

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

Date