

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:	100%
Goal Weight:	0%

Performance Factors

Dependability	20%
Equipment Maintenance & Usage	20%
Productivity	20%
Safety	20%
Attendance	10%
Facilities / Work Area Appearance	10%

Performance Factors

Dependability	The degree of follow-through on assignments. The degree to which the employee can be counted on to complete assignments in a timely and competent manner. The degree to which the employee is self-directed, takes initiative, and is proactive.	20%
1: Unacceptable 2: Needs Improvement 3: Contributor 4: Valued Performer 5: High Performer		
Individual Factor Summary		Rating Score
Appraiser		0
Employee		--
Total		0

Equipment Maintenance & Usage	The degree to which on complies with proper use, maintenance, and record keeping of assigned equipment.	20%
1: Unacceptable 2: Needs Improvement 3: Contributor 4: Valued Performer 5: High Performer		
Individual Factor Summary		Rating Score
Appraiser		0
Employee		--
Total		0

Productivity	The level or work output or productivity as compared to a standard or compared to others.	20%
1: Unacceptable 2: Needs Improvement 3: Contributor 4: Valued Performer 5: High Performer		
Individual Factor Summary		Rating Score
Appraiser		0
Employee		--
Total		0

Safety	The degree to which safety standards and procedures are followed and accidents are avoided. The level demonstrated emphasis on creating and maintaining a safe work environment.	20%			
1: Unacceptable	2: Needs Improvement	3: Contributor	4: Valued Performer	5: High Performer	
Individual Factor Summary				Rating	Score
Appraiser					0
Employee					--
Total					0

Attendance	The number of absences [excluding vacation and legally required leave] regardless of reason. Also includes the number of times tardy for work or returning from lunches and breaks.	10%			
1: Unacceptable	2: Needs Improvement	3: Contributor	4: Valued Performer	5: High Performer	
Individual Factor Summary				Rating	Score
Appraiser					0
Employee					--
Total					0

Facilities / Work Area Appearance.	The degree to which cleanliness and neatness is maintained in employee's facility or work area, and the extent to which the employee takes on unassigned areas/problems without being asked.	10%			
1: Unacceptable	2: Needs Improvement	3: Contributor	4: Valued Performer	5: High Performer	
Individual Factor Summary				Rating	Score
Appraiser					0
Employee					--
Total					0

Performance Factors Total Score **0**

Comments

Summary Comments

Appraiser:

Employee:

Strengths & Weaknesses

Appraiser:

Strengths:

Weaknesses:

Employee:

Strengths:

Weaknesses:

Performance Areas for Improvement & Plan of Action

Appraiser:

Employee:

Additional Training Needs

Appraiser:

Employee:

Final Score Calculation

	Totals	Weight	Score	Performance Rating
Performance Factors	0	100%	0	0
Goal Performance	0	0%	0	{value}

Signature

Full Name

Role

Date

_____ {employee name}

Employee

_____ {supervisor}

Appraiser
