

PERFORMANCE APPRAISAL FORM
(Exempt Postions)

Performance Areas	Priority (H,M,L)	Distinguished	Commendable	Competent	Adequate	Provisional	Unacceptable	Supporting Comments (Required when rated other than competent)
1. Planning and Organizing. Considerations are: ability to plan own work, to establish priorities of projects, to set and meet goals, to institute proper interim and final checks, to control flow of projects and to identify obstacles.								
2. Technical Expertise. Considerations are: awareness of technical aspects of job; possession of professional skills;possession of administrative skills.								
3. Decision Making. Considerations are: ability to analyze, synthesize, evaluate and make decisions;exhibition of creative thinking; ability to grasp new concepts.								
4. Communications. Considerations are: effectiveness of written communications; effectiveness of oral communications; effectiveness of interpersonal communications in working with others.								
5. Dependability. Considerations are: acceptance of responsibility; willingness to follow instructions; willingness to change plans; ability to meet deadlines; punctuality and attendance.								
6. Leadership. Considerations are: ability to delegate responsibility; exhibition of confidence; demonstration of growth in position; new projects suggested.								
7. Budgetary Controls. Considerations are: performance in contributing to division/corporate profit; ability to forecast and maintain budgetary projections; wisely use and/or approve expenditures.								
8. Other.								