

PERFORMANCE APPRAISAL FORM

(Non-exempt Positions)

INSTRUCTIONS: Evaluate the employee on the job now being performed. Check the space above the statement which most nearly expresses your overall judgment on each quality.						Consider the employee's performance since the last appraisal and show by a () whether he/she has gone back, remained stationary or gone ahead in the qualities listed to the left.		
	1. OUTSTANDING	2. EXCEEDS REQUIREMENTS	3. MEETS REQUIREMENTS	4. NEEDS IMPROVEMENT	5. POOR	HAS IMPROVED	LITTLE OR NO CHANGE	HAS GONE BACK
KNOWLEDGE OF WORK Consider knowledge of job gained through experience, general education and specialized training	<input type="checkbox"/> Well informed on all phases of work.	<input type="checkbox"/> Knowledge thorough enough to perform without assistance.	<input type="checkbox"/> Adequate grasp of essentials. Some assistance needed.	<input type="checkbox"/> Requires considerable assistance.	<input type="checkbox"/> Inadequate knowledge	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK Consider the volume of work produced under normal conditions. Disregard errors.	<input type="checkbox"/> Rapid worker, unusually big producer.	<input type="checkbox"/> Turns out good volume.	<input type="checkbox"/> Average.	<input type="checkbox"/> Volume below average.	<input type="checkbox"/> Very slow worker.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO LEARN NEW DUTIES Consider the speed with which he/she masters new routines and grasps explanation. Also consider ability to retain this knowledge.	<input type="checkbox"/> Exceptionally fast to learn and adjust to new conditions.	<input type="checkbox"/> Learns rapidly; retains instructions.	<input type="checkbox"/> Average instructions required.	<input type="checkbox"/> Requires more than average instruction.	<input type="checkbox"/> Very slow to absorb; poor memory	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE Consider the tendency to contribute, develop and/or carry out new ideas or methods.	<input type="checkbox"/> Initiative results in frequent and significant contributions.	<input type="checkbox"/> Frequently shows initiative.	<input type="checkbox"/> Shows initiative occasionally.	<input type="checkbox"/> Rarely shows any initiative.	<input type="checkbox"/> Needs constant prodding.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATION Consider manner of handling business relationships.	<input type="checkbox"/> Goes out of the way to cooperate.	<input type="checkbox"/> Gets along well with associates.	<input type="checkbox"/> Acceptable.	<input type="checkbox"/> Shows some reluctance to cooperate.	<input type="checkbox"/> Very poor cooperation.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
JUDGMENT & COMMON SENSE Does he/she think intelligently and make decisions logically?	<input type="checkbox"/> Thinks quickly; logically outstanding.	<input type="checkbox"/> Good judgment and common sense.	<input type="checkbox"/> Fairly reliable in this area.	<input type="checkbox"/> Inclined to be illogical.	<input type="checkbox"/> Poor, unreliable.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE & APPLICATION	<input type="checkbox"/> Outstanding in enthusiasm.	<input type="checkbox"/> Very interested and industrious.	<input type="checkbox"/> Average in diligence and interest.	<input type="checkbox"/> Somewhat indifferent.	<input type="checkbox"/> Definitely not interested.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY	<input type="checkbox"/> Completely dependable.	<input type="checkbox"/> Above average dependability.	<input type="checkbox"/> Usually dependable.	<input type="checkbox"/> Sometimes neglectful.	<input type="checkbox"/> Unreliable.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
MATURITY & POISE	<input type="checkbox"/> Very poised, confident and mature.	<input type="checkbox"/> Has good self-assurance.	<input type="checkbox"/> Average maturity and poise.	<input type="checkbox"/> Seldom asserts himself/herself.	<input type="checkbox"/> Timid or brash.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE	<input type="checkbox"/> Regular.				<input type="checkbox"/> Irregular.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	<input type="checkbox"/> Regular.				<input type="checkbox"/> Irregular.	<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>