# Basic Performance Appraisal

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| Date Form Completed:  |
| Name and Title of Employee:  |
| Name and Title of Person Completing this Form:  |

## Part 1: Areas of Review

Job Knowledge: Employee’s ability for the technical/professional requirements of the job. The adequacy of employee’s skills and employee’s understanding of normal job requirements. Employee’s understanding of departmental functions. Employee’s efforts to keep skills current.

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

Accountability: Employee manages their time, accepts responsibility and completes work assignments on time. Works to protocols, established routines, and guidelines effectively. Employee is openly accountable for their work.

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

Job Performance: How well employee maintains their output of work. Volume of work employee performs under normal circumstances. Neatness, thoroughness, and accuracy of employee’s work.

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

Teamwork: Employee’s ability and willingness to work with associates, supervisors, and peers of different backgrounds and perspectives. Cooperates and contributes to team efforts. Gives their best effort and keeps team goals in mind. Promotes group success instead of self-promotion.

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

Initiative: How well employee grasps instructions without close follow-up. How well employee performs in the face of obstacles. How alert the employee is in the absence of their supervisor.

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

Attendance/Punctuality: How conscientious the employee is about attendance, punctuality, lunch periods, etc. Consider the time spent away from work area in conversation, etc.

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

Flexibility: Ability to change activities, plans, etc. to accommodate new or varied situations. How well does the employee adjust priorities, change methods, or adapt to new ideas to meet changing departmental or company priorities? How well does employee respond to suggestions for change?

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| [ ]  Consistently Below Expectations | [ ]  Occasionally Below Expectations | [ ]  Consistently Meets Expectations | [ ]  Frequently Exceeds Expectations | [ ]  Consistently Exceeds Expectations |
| Supporting Examples: |

## Part 2: Strengths and Areas for Improvement

List employee’s strengths and/or major accomplishments.

List employee’s areas for improvement and your recommendations.

## Part 3: Looking Forward

Are employee’s skills being fully utilized? What training or skill development should be implemented to fully develop employee’s potential? What are employee’s career aspirations, and what actions are required to meet them?

Sign below to acknowledge the above performance appraisal. A signature does not necessarily constitute agreement with the comments made.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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