

## Purpose

- To encourage each employee to reach his/her optimum performance by providing him/her with objective and meaningful feedback on past performance and accomplishments.
- To provide a framework for establishing and communicating ongoing performance expectations, responsibilities, and future opportunities.

## Procedure

1. A scheduled performance appraisal and discussion is held at least once a year. At this time, individuals and their managers will meet to discuss job performance.
2. Measurement of an employee's performance will be based on their duties and responsibilities and on the basis of the performance expectations stated in the prior review.
3. The attached appraisal form is intended to help you prepare for the discussion with your employee. Please complete the forms as objectively and thoroughly as possible.
4. Conduct the performance meeting and discuss the performance appraisal and the increase percentage with the employee. Both the performance appraisal form and the payroll change form must be signed by the department Director/Manager. No annual increase will be processed by payroll without an accompanying review form.

## Performance Criteria

<b>5: Exceptional</b>	Performance far exceeds position requirements. All planned objectives were achieved above the established standards, and accomplishments were made in unexpected areas as well. This rating is used as special recognition for extraordinary performance in relationship to peers. <ul style="list-style-type: none"> <li>• <i>Approximately 10% of the employees could be expected to achieve this level of performance at any given time.</i></li> </ul>
<b>4: Very Good</b>	Performance consistently exceeds position requirements. Most planned objectives were exceeded and accomplished above the established standards. <ul style="list-style-type: none"> <li>• <i>Approximately 10-20% of a typical employee population will normally fall into this category.</i></li> </ul>
<b>3: Meets all Requirements</b>	Performance meets all position requirements. All planned objectives were met within the established standards. There were no critical areas where accomplishments were less than planned. <ul style="list-style-type: none"> <li>• <i>A significant majority, 50-60% of the organization's employees should be expected to maintain this level of performance.</i></li> </ul>
<b>2: Needs Improvement</b>	Performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards, and some position responsibilities were not completely met. Development activities will be implemented to ensure that performance improves so that the employee "meets all requirements" within one year. <ul style="list-style-type: none"> <li>• <i>Approximately 5-10% of a typical population will normally fall into this performance category.</i></li> </ul>
<b>1: Unsatisfactory</b>	Performance is unacceptable. Position responsibilities are not being met and important objectives have not been accomplished even with close supervision and guidance. The employee does not meet minimum job requirements in the performance of job responsibilities and displays a low degree of key skills required in the job. Specific, detailed performance improvement plans must be written and progress will be reviewed with the employee at least every thirty (30) days. The employee must achieve a "needs improvement" performance level or above within an agreed-upon time or reassignment or termination of employment will result. This rating should be marked only once for an individual and is to serve as a warning signal. <ul style="list-style-type: none"> <li>• <i>Approximately 5% of a typical population will normally fall into this performance category.</i></li> </ul>

# Performance Appraisal - Employee

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_ **APPRAISER:** \_\_\_\_\_  
**REVIEW DATE:** \_\_\_\_\_ **REVIEW PERIOD:** \_\_\_\_\_ **TO** \_\_\_\_\_

Goals Achieved During Review Period	
1. Goal Achieved:	
2. Goal Achieved:	
3. Goal Achieved:	

Skill	Supporting Comments
<b>Quality of Work:</b> Consider the substance of work produced in relation to the work requested, thoroughness, accuracy and consistency of work product.  Rating: _____	
<b>Productivity:</b> Consider the volume of work accomplished and efficiency demonstrated in completing work assignments.  Rating: _____	
<b>Job Knowledge:</b> Demonstrates grasp and effective utilization of job-related knowledge and technical skills.  Rating: _____	

## Performance Appraisal - Employee

Skill	Supporting Comments					
<p><b>Judgement:</b> Makes sound decisions in performing work tasks.</p> <p>Rating: _____</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p><b>Initiative:</b> Originates, implements and executes new ideas. Seeks out opportunities to contribute.</p> <p>Rating: _____</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p><b>Ability to work under pressure, meet deadlines:</b> Consistently completes work in a timely manner and successfully meets deadlines under pressure.</p> <p>Rating: _____</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

Performance Expectations for the Next Review Period	
1. Performance Expectation:	
2. Performance Expectation:	
3. Performance Expectation:	

## Performance Appraisal - Employee

### Evaluation of Performance

Based on the review ratings and the using the performance criteria described in the first page, please rate the employee's overall performance:

\_\_\_\_\_

### Employee Review and Comments

I have reviewed this evaluation and discussed the contents with my supervisor. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Comments:

Manager, indicate here if Employee refuses to sign:

### Approval Signature

Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_