



Performance Appraisal

Employee Name _____ Date ____/____/____

Department _____ Position _____

Reason For Review

Regular Merit End Probation Other _____

- 10 - Top in Group or Dept.
- 9 - Exceptional Performance
- 8 - Consistent High Quality Performance
- 7 - Significantly Above Average
- 6 - Slightly Above Average

- 5 - Average for Group
- 4 - Below Average for Group
- 3 - Needs Some Improvement
- 2 - Needs much improvement
- 1 - Barely Satisfactory
- 0 - Totally Unsatisfactory

ATTRIBUTES	RATING	COMMENTS
1. Quality of Work OutPut	_____	_____ _____ _____
2. Competence - Job Knowledge	_____	_____ _____ _____
3. Productivity - Amount of Work	_____	_____ _____ _____
4. Reliability - Gets Job Done On Time	_____	_____ _____ _____
5. Follows Rules - Adheres to Company Policies and Safety Rules	_____	_____ _____ _____
6. Availability - Work Attendance and Punctuality	_____	_____ _____

ATTRIBUTES	RATING	COMMENTS
7. Personal Skills - Ability to Get Along With Supervisor and Co-workers	_____	_____ _____ _____
8. Motivation - Seems interested in assuming more responsibility	_____	_____ _____ _____
9. Attitude - Positive Feeling Towards Co. and Job	_____	_____ _____ _____
10. Overall Rating (Total Points + 9)	_____	

CHANGES

1. Improvements or Declines During This Period

2. Needs Improvement or Help in:

Discussed with employee ____/____/____

Next Appraisal Due ____/____/____

Employee Signature

Supervisor's Signature