

Employee Performance Appraisal

Employee name and title		Evaluation period:	
Supervisor name and title		Department:	

A. Current Goals and Responsibilities

1. Describe the current performance period's goals; if applicable, make note of any significant changes to the position description since last year's performance review.

Goals and Objectives During This Evaluation Period

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Achievements, Accomplishments, And Responsibilities *(Completed by Employee)*

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Evaluation *(Completed by Supervisor)*

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Strengths and Areas for Development

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Goals and Objectives for Next Evaluation Period

- 1.
- 2.
- 3.

B. Performance Competencies

Depending on position, some competencies may be more relevant than others.

4. Exceptional:	Performance is consistently superior and significantly exceeds position requirements.	4 Exceptional	3 Exceeds Expectations	2 Meets Expectations	1 Needs Improvement	N/A New/Not Applicable
3. Exceeds Expectations:	Performance frequently exceeds position requirements.					
2. Meets Expectations:	Performance consistently meets position requirements.					
1. Needs Improvement:	Performance meets some, but not all position requirements. May require PIP to concentrate on areas of weakness.					
N/A New or Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.					
Competencies						
1.	Skill and proficiency in carrying out assignments. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Possesses skills and knowledge to perform the job competently. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Skill at planning, organizing and prioritizing workload. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Proficiency at improving work methods and procedures as a means toward greater efficiency. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communicates effectively with supervisor, peers, and customers. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ability to work independently. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ability to work cooperatively with supervision or as part of a team. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Willingness to take on additional responsibilities. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Reliability (attendance, punctuality, meeting deadlines). <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Employee Comments (Optional)

Please sign below to acknowledge that the employee has received this document.

Employee's Signature:	Date:
Supervisor's Signature:	Date: