

Employee's name _____ Position _____

Type of review _____ Review date _____

Quality of Work

How well does the employee's output meet the quality standards for this job? Consider accuracy, thoroughness and neatness. If a major part of this job is of a service nature, consider how acceptable the service is.

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

Reasoning: _____

Quantity of Work

Consider the amount of work accomplished and the employee's ability to meet deadlines.

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

Reasoning: _____

Work Habits

Consider the employee's planning skills, time management, safety, housekeeping, attendance, dependability and compliance with office practices.

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

Reasoning: _____

Attitude

Consider how well this employee works with others and his or her willingness to take instructions and cooperate.

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

Reasoning: _____

Job Knowledge and Skills

To what extent does this employee possess and use required knowledge and skills? Consider the use of experience, judgment, skills and knowledge to perform assigned tasks.

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

Reasoning: _____

How do you rate this employee's overall performance?

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

How do you rate this employee's progress since the last appraisal?

- Far below requirements, Below requirements, Meets requirements, Exceeds requirements, Far exceeds requirements

Employee's signature _____ Date _____

Appraiser's signature _____ Date _____

