

# EMPLOYEE PERFORMANCE APPRAISAL

EMPLOYEE		REVIEW BY
NAME		NAME
POSITION		POSITION

TIME PERIOD OF REVIEW		DATE OF REVIEW
FROM	TO	REVIEW DUE DATE

INSTRUCTIONS TO COMPLETE EMPLOYEE REVIEW
<p>Listed below are seven areas of performance that may be applied to all non management positions. Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:</p> <p>1 = Far exceeds job standards and expectations            2 = Consistently exceeds job standards and expectations            3 = Meets the job standards and expectations            4 = Sometimes meets the job standards and expectations            5 = Overall work does not meet the minimum job standards</p>

TECHNICAL	LEVEL	COMMENTS & EXAMPLES
Is able to perform all functions of the job identified within the job description. Meets expectations in regard to the quality and quantity of work performed. Is knowledgeable of overall business operations and programs.	1	
	2	
	3	
	4	
	5	
CUSTOMER SERVICE	LEVEL	COMMENTS & EXAMPLES
Consistently provides excellent customer service and practices excellent customer service skills.	1	
	2	
	3	
	4	
	5	
COMMUNICATION	LEVEL	COMMENTS & EXAMPLES
Receives direction and feedback well from others. Informs supervisors, managers and co-workers of key issues as appropriate.	1	
	2	
	3	
	4	
	5	



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TEAMWORK	LEVEL	COMMENTS & EXAMPLES
Maintains a positive working relationship with co-workers and managers. Demonstrates effective interpersonal skills while gaining respect and positively influencing others. Promotes teamwork within the work environment.	1	
	2	
	3	
	4	
	5	
RELIABILITY	LEVEL	COMMENTS & EXAMPLES
Is punctual and adheres to attendance standards consistently. Completes projects assigned on a timely basis.	1	
	2	
	3	
	4	
	5	
APPEARANCE	LEVEL	COMMENTS & EXAMPLES
Wears appropriate attire and adheres to grooming standards. Demonstrates a professional image when representing the company.	1	
	2	
	3	
	4	
	5	
SAFETY	LEVEL	COMMENTS & EXAMPLES
Follows all procedures which ensure a safe environment for themselves, co-workers and customers.	1	
	2	
	3	
	4	
	5	

EMPLOYEE STRENGTHS



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## AREAS FOR DEVELOPMENT

## EMPLOYEE COMMENTS

## OVERALL PERFORMANCE

To determine overall performance level, average all seven areas equally.

- 1.0 to 1.5 = Far exceeds job standards and expectations
- 1.6 to 2.5 = Consistently exceeds job standards and expectations
- 2.6 to 3.5 = Meets the job standards and expectations
- 3.6 to 4.5 = Sometimes meets the job standards and expectations
- 4.6 to 5.0 = Overall work does not meet the minimum job standards

EMPLOYEE	SIGNATURE	DATE	
APPRAISER	SIGNATURE	DATE	
MANAGER	SIGNATURE	DATE	

