

# PERFORMANCE APPRAISAL

## Section 1: EMPLOYEE DATA

Employee's Name	Employee Identification Number
Employee's Position	Hiring Date
Department	Assessment Duration:
Assessor Name	Assessor Position

## Section 2: PURPOSE AND RATING INSTRUCTIONS

When developing a performance appraisal, you should consider encouraging staff development and to strengthen the departments' effectiveness. The desired outcomes from any performance appraisal are:

1. Identify specific indicators of achievement
2. Identify areas of greatest/least effectiveness
3. Stimulate improved performance
4. Aid in promotion, retention and salary decisions
5. Develop mutually established goals
6. Increase employer-employee communication

The formal performance appraisal occurs at the end of the probationary period, quarterly (Optional) and annually thereafter. The appraisal forms will be permanently filed by the direct manager. Employee shall have access to his/her file upon request.

### **Pre-evaluation**

Before doing performance appraisal, assessor shall:

- Review previously set objective and goals
- Review job description for each employee who will assess
- Ensure neutral behavior regarding any personal issue that may affect the assessment

### **Performance Evaluation**

Consider the employee's performance on the job during the past rating period, read each statement carefully, then assign the rate that indicates the extent to which the employee has demonstrated the level of performance.

Within each assessment area a space for comments to enable the assessor providing more details, deliverables, or any other given relevant data.

## Section 3: PERFORMANCE FACTORS AND RATING

Each employee is to be appraised on each of the following performance factors, the following is the scale which should be used:

0. **Unsatisfactory** - *Performance and results achieved consistently do not meet established objectives.*
1. **Below Expectations** - *Performance and results achieved generally do not meet established objectives, shall require more than normal degree of supervision.*
2. **Meets Expectations** - *Performance and results generally meet the expectations for the position requirements and objectives. Performance requires a normal degree of supervision.*
3. **Exceeds Expectations** - *Performance and results achieved consistently exceed expectations for the position requirements and objectives.*
4. **Exceptional** - *Performance and results achieved exceeded expectations with an extra-mile rather than expected.*

Below are the assessment areas with description of how and what assessor shall consider when do appraisal for subordinates

Areas of Assessments	Rate
<p><b>1. QUALITY OF WORK:</b> <i>This shall include all assigned tasks and objectives, rate for the achievement level</i>  <b>Comments:</b></p>	
<p><b>2. PRODUCTIVITY:</b> <i>Key Performance indicators for above mentioned objectives (working time, plans and prioritizes work, sets and accomplishes goals, and completes assignments on schedule).</i>  <b>Comments:</b></p>	
<p><b>3. JOB KNOWLEDGE:</b> <i>Is the employee familiar with duties and requirements of the position as well as best practices, methods and equipment to do the job? Consider knowledge gained through experience, education and specialized training. Consider if the person maintains current knowledge about changes in policy and procedures. If new developments and major issues in the field should be considered as exceeding expectations.</i>  <b>Comments:</b></p>	
<p><b>4. ADAPTABILITY:</b> <i>How does the employee adjust to job changes, assignments, methods or surroundings?</i>  <i>Ability to learn</i>  <b>Comments:</b></p>	
<p><b>5. DEPENDABILITY:</b> <i>How reliable is the employee in performing work assignments and carrying out instructions?</i>  <i>Degree of supervision required and willingness to take on responsibilities and to be accountable for them.</i>  <b>Comments:</b></p>	
<p><b>6. INITIATIVE AND RESOURCEFULNESS:</b> <i>Does the employee see things to be done and then take action? Ability to contribute, develop and/or carry out new ideas or methods. Ability to be a self-starter, to offer suggestions, to anticipate needs and to seek additional tasks as time permits.</i>  <b>Comments:</b></p>	
<p><b>7. JUDGEMENTS:</b> <i>Does individual evaluate situation and make sound decisions, and use reasoning to identify, solve and prevent problems. Works in a safe manner, preventing accidents, injuries, and theft.</i> <b>Comments:</b></p>	
<p><b>8. BEHAVIOR INTERPERSONAL SKILLS:</b> <i>Does employee work effectively with others (superiors, peers, subordinates, customers)? Respect and courtesy shown to others, how behavior affects the work area, willingness to accept supervision, and behavior with customers as well as their own job. Are appearance and manners appropriate to the job responsibilities?</i>  <b>Comments:</b></p>	
<p><b>9. ATTENDANCE AND PUNCTUALITY:</b> <i>Does the employee report to work and stay on the job? Arrival times, observance of time limits for breaks and lunches. Patterns of sick leave, prior approval for vacation and prompt notice of absence due to illness.</i>  <b>Comments:</b></p>	

Areas of Assessments	Rate
<p><b>10. OTHER PERFORMANCE FACTORS:</b> Other relevant to the position, work environment and job deliverables and specifications.</p> <p><b>Comments:</b></p>	

<b><u>SUPERVISORY PERSONNEL</u></b> (If the person being evaluated is a supervisor, complete this section in addition to performance factors 1-10.)	<b>Rating</b>
<p><b>11. LEADERSHIP ABILITY:</b> <i>Is the supervisor able to get employees and co-workers to do willingly and well the duties needed to be accomplished? Ability to get the work done being sensitive to the morale and satisfaction on the part of those doing the work. Ability to function consistently and effectively in an objective and rational manner regardless of pressures.</i></p> <p><b>Comments:</b></p>	
<p><b>12. APPRAISAL AND DEVELOPMENT OF PEOPLE:</b> <i>Does supervisor demonstrate ability to select, train and provide opportunities for development of employees by recognizing and improving their abilities. Ability to exhibit fairness with employees in assigning job duties and objectively appraising work performance.</i></p> <p><b>Comments:</b></p>	
<p><b>13. PLANNING AND ORGANIZATION:</b> <i>How effective is the supervisor in setting effective goals, planning ahead, and establishing priorities? Ability to make the most effective use of time, facilities, material, equipment, employee's skills and other resources. Ability to prepare and administer budget effectively.</i></p> <p><b>Comments:</b></p>	
<p><b>14. COMMUNICATION SKILLS:</b> <i>To what extent does supervisor demonstrate ability to communicate effectively in both oral and written expression with employees and direct supervision? Are issues confronted and resolved constructively? Ability to help employees with their work problems, and to communicate with decisions and plans as well as policies and procedures.</i></p> <p><b>Comments:</b></p>	

#### **Section 4: MEASURABLE OBJECTIVES FOR THE NEXT YEAR**

*Direct managers shall identify objectives for the employee for the following year/period; objective may be related to institutional goals as well as to the specific responsibilities. All objectives should be SMART so they can be measurable.*


#### **Section 5: FEEDBACK**

*In order to have a constructive assessment direct manager shall provide employee proper feedback with achievement to maintain motivation and engagement and with weakness areas in order to work on needed development to enhance performance*

**EMPLOYEE DEVELOPMENT AREAS:** (Examples: training, continuing education, community service, etc.)




**RATER'S COMMENTS:**

*(Record here only those additional significant items brought up during the discussion with the employee which are not recorded elsewhere in this document.)*


Rater's Signature

Date

**REVIEWED BY:**

Endorser's Signature

Date

*The original appraisal form is to be forwarded to the Human Resources office to be filed in the employee's personnel file.*

**Section 6: EMPLOYEE DECLARATION**

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the appraisal.

Employee's Signature

Date