Employee Performance Appraisal

Facility: _____

Employee Name/Title: _____ Date: _____

Reason for Review: _____

Date employee began present position: _____ Date of Last Appraisal: _____

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate the employee's performance. Indicate N/A if not applicable

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Definitions of Performance Ratings:

O - Outstanding:	Performance is exceptional in all areas and is recognizable as being far superior to others
V - Very Good:	Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
G - Good:	Competent and dependable level of performance. Meets performance standards of the job
I - Improvement Needed:	Performance is deficient in certain areas. Improvement is necessary
U - Unsatisfactory:	Results are generally unacceptable & require immediate improvement. (No merit increase should be granted with this rating)
N/A - Not Applicable:	Too soon to rate or not applicable to this job description.

General Factors	Rating	Supportive Details or Comments
1 **Quality** - the extent to which an employee's work is accurate, thorough and neat	O	
	V	
	G	
	I	
	U	

2	**Productivity** - the extent to which an employee produces a significant volume of work efficiently in a specified period of time	O	
		V	
		G	
		I	
		U	

3	**Job Knowledge** - Full understanding of State & Federal regulations, guidelines and reporting pertinent to the day-to-day operations of the community.	O	
		V	
		G	
		I	
		U	

4	**Reliability** - The extent to which an employee can be relied upon regarding accurate task completion and follow up.	O	
		V	
		G	
		I	
		U	

5	**Attendance** - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O	
		V	
		G	
		I	
		U	

6	**Independence** - The extent to which an employee performs work with little to no supervision.	O	
		V	
		G	
		I	
		U	

7	**Creativity** - The extent to which an employee proposes ideas, finds new and better ways of doing things.	O	
		V	
		G	
		I	
		U	

8	**Initiative** - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O	
		V	
		G	
		I	
		U	

9	**Adherence to Policies** - The extent to which an employee adheres to the facility policies, procedures and guidelines.	O	
		V	
		G	
		I	
		U	

10	**Interpersonal Relationships** - The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with co-workers, supervisors, subordinates and/or outside clients.	O	
		V	
		G	
		I	
		U	

11	**Judgement** - The extent to which an employee demonstrates proper judgement and decision-making skills when necessary.	O	
		V	
		G	
		I	
		U	

Rate employee's overall performance in comparison to position duties and responsibilities.

O	☐
V	☐
G	☐
I	☐
U	☐

Notes: _____

_____

_____

Previous evaluation goals and were those goals met? _____

_____

Specific areas of improvement: _____

_____

Recommendations for professional development (seminars, training, schooling)

_____

_____

Additional Employee Comments: _____

_____

_____

Discussed with employee on (Date): _____

Employee Signature: _____

Department Head Signature: _____

Administrator Signature: _____

Follow-up requested/desired: ☐ Yes ☐ No Follow-up Date: _____