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BASIC EMPLOYEE PERFORMANCE APPRAISAL

Employee Name: _____

Department: Dept. Name _____

Employment Date: _____

(Check One) Dept. Name _____

Date Prepared: _____

Dept. Name _____

Dept. Name _____

Dept. Name _____

Dept. Name _____

Current Salary: _____

Dept. Name _____

Rating Key

EXCELLENT: Greatly exceeds expectations and performance objectives.

COMMENDABLE: Met and usually exceeded expectations and performance objectives.

SATISFACTORY: Consistently met and occasionally exceeded expectations and performance objectives.

NEEDS IMPROVEMENT: Failed to meet most expectations and performance objectives on a consistent basis.

OVERALL RATING: An overall rating should be given and summary comments made in the space provided at the end of the third section

QUALITY OF SERVICE: (Grade Points)	Needs Improvement (1-3)	Satisfactory (4-6)	Commendable (7-8)	Excellent (9-10)
1. <u>ACCURACY</u> - Consistently completes work assignments accurately. Errors are rare.				
2. <u>INITIATIVE</u> - Uses ability to think constructively. Originates and develops ideas to improve work performance.				
3. <u>RESPONSIBILITY</u> - Assumes all duties of the job; willingness to accept special assignments.				
4. <u>ORGANIZATION</u> - Ability to follow the most effective way to do the job. Organizes daily work and establishes appropriate priorities.				
5. <u>PROBLEM SOLVING</u> - Demonstrates ability to make decisions and solve problems effectively based on available information.				
6. <u>COMMUNICATION</u> - Demonstrates ability to express ideas and information effectively, both in written and oral skills.				
TOTAL FOR QUALITY OF SERVICE				
QUANTITY OF SERVICE:				
1. <u>DEPENDABILITY</u> - Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.				
2. <u>TIME MANAGEMENT</u> - Consistently is timely in meeting deadlines and accomplishing all job functions. Recognizes and sets realistic priorities in accordance with department goals.				
3. <u>KNOWLEDGE</u> - Understands the basic techniques and procedures relative to the different tasks in the job.				
TOTAL FOR QUANTITY OF SERVICE				

BASIC EMPLOYEE PERFORMANCE APPRAISAL

SPIRIT OF SERVICE:				
1. <u>COOPERATION</u> - Demonstrates cooperation and willingness to work with others - shows personal and professional consideration for others in achieving common interdepartmental goals.				
2. <u>ATTITUDE</u> - Pride in the job; can accept suggestions or criticism; is tactful and shows poise.				
3. <u>COMMITMENT</u> - Enthusiasm; interest and desire to do best possible job. Consistent in positive approach to job through attention to personal appearance and controlling attendance and tardiness.				
4. <u>EFFORT</u> - Consistently uses all their skills and ability to achieve daily work assignments.				
TOTAL FOR SPIRIT OF SERVICE				

	Needs Improve- ment (1-3)	Satisfac- tory (4-6)	Com- mendable (7-8)	Excellent (9-10)
(Grade Points)				
1. <u>CUSTOMER SERVICE</u> - Demonstrates courtesy/friendliness to others without infringing on time elements. Shows enthusiasm for achieving daily work goals.				
2. <u>EDUCATION</u> - Demonstrates interest in improving job performance by increasing knowledge and skills level through on-the-job experience and/or outside education.				
3. <u>PRODUCTIVITY</u> - Meets established department productivity goals. Willing to assume additional responsibilities as required.				
4. <u>HOUSEKEEPING</u> - Conscientious about neatness and cleanliness of work area. Leaves work area in good condition at the end of the day.				
5. <u>ATTENDANCE</u> - Is faithful in coming to work daily and conforming to work hours. Minimum tardiness.				
TOTAL POINTS				

COMMENTS:

BASIC EMPLOYEE PERFORMANCE APPRAISAL

	Needs Improvement (0-59)	Satisfactory (60-104)	Commendable (105-134)	Excellent (135-150)
OVERALL RATING:				

REVIEW PERIOD: _____ TO _____

Signed: _____
Evaluator

Employee

Date: _____

Date: _____

SUMMARY COMMENTS REGARDING OVERALL PERFORMANCE

What are the specific areas of job knowledge and/or performance in which the employee excels?

1. _____
 2. _____
 3. _____
 4. _____
-

BASIC EMPLOYEE PERFORMANCE APPRAISAL

What are the specific areas of job knowledge and/or performance in which the employee should strive to improve?

1.

2.

3.

4.

Developmental and Career Recommendations (for the next 12 months)

PERSONAL GOALS (for the next 12 months)

1.

2.

3.

4.