

# PERFORMANCE APPRAISAL

**ACCURACY** is the correctness of work duties performed.

- |                            |                                  |   |  |   |
|----------------------------|----------------------------------|---|--|---|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/>       | 3 <input type="checkbox"/>                              | 4 <input type="checkbox"/>   | 5 <input type="checkbox"/>  |
| Makes frequent errors      | Careless; makes recurrent errors | Usually accurate; makes only average number of mistakes | Requires little supervision; is exact and precise most of the time | Requires absolute minimum of supervision; is almost always accurate |

**ADAPTABILITY** is the ability to meet changed conditions and the ease with which new duties are learned.

- |   |  |  |   |  |
|---|--|--|---|--|
| 1 <input type="checkbox"/>  | 2 <input type="checkbox"/>   | 3 <input type="checkbox"/>   | 4 <input type="checkbox"/>  | 5 <input type="checkbox"/>   |
| Never fully learns new job or routine. Has great difficulty adjusting to new work | Is slow to learn, requires repeated instructions. Has difficulty adjusting to new work | Is a routine worker and requires detailed instructions on new duties and methods | Can learn new duties if given a little instruction and time. Adjusts with little difficulty | Learns new duties and meets changed conditions very quickly and easily |

**ALERTNESS** is the ability to grasp instructions, to meet changing conditions and to solve problem situations.

- |                            |  |  |                                       |                              |
|----------------------------|--|--|---------------------------------------|------------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/>                               | 3 <input type="checkbox"/>               | 4 <input type="checkbox"/>            | 5 <input type="checkbox"/>   |
| Slow to "catch on"         | Requires more than average instructions and explanations | Grasps instructions with average ability | Usually quick to understand and learn | Exceptionally keen and alert |

**APPLICATION** is the ability to apply oneself to the job at hand.

- |                              |   |   |   |   |
|------------------------------|---|---|---|---|
| 1 <input type="checkbox"/>   | 2 <input type="checkbox"/>  | 3 <input type="checkbox"/>                    | 4 <input type="checkbox"/>                    | 5 <input type="checkbox"/>                            |
| Fails to perform job at hand | Requires prodding and reminding to get performance on job at hand | With average supervision performs job at hand | With minimal supervision performs job at hand | Performs job at hand without supervision or reminders |

**ATTENDANCE** is faithfulness in coming to work daily and conforming to work hours.

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|--|---|-----------------------------|------------------------------------|--|
| 1 <input type="checkbox"/>   | 2 <input type="checkbox"/>                          | 3 <input type="checkbox"/>  | 4 <input type="checkbox"/>         | 5 <input type="checkbox"/>                                     |
| Often absent without good excuse and/or frequently reports for work late | Lax in attendance and/or reporting for work on time | Usually present and on time | Very prompt; regular in attendance | Always regular and prompt; volunteers for overtime when needed |

**COMMUNICATION** is the ability to receive and transmit instructions and policies with a minimum of confusion.

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|--|--|--|---|---|
| 1 <input type="checkbox"/>                           | 2 <input type="checkbox"/>   | 3 <input type="checkbox"/>                                 | 4 <input type="checkbox"/>                  | 5 <input type="checkbox"/>  |
| Creates confusion when receiving or giving direction | Somewhat confused by instructions. Confuses others with directions | Normally receives and gives instructions without confusion | Seldom gets orders or instructions confused | Receives and/or gives instructions and directions without confusion |

**COURTESY** is the polite attention an individual gives other people.

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|-----------------------------------|----------------------------|----------------------------|--|--|
| 1 <input type="checkbox"/>        | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/>             | 5 <input type="checkbox"/>                               |
| Blunt; discourteous; antagonistic | Sometimes tactless         | Agreeable and pleasant     | Always very polite and willing to help | Inspiring to others in being courteous and very pleasant |

**CREATIVITY** is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

- |   |                                       |  |   |  |
|---|---------------------------------------|--|---|--|
| 1 <input type="checkbox"/>              | 2 <input type="checkbox"/>            | 3 <input type="checkbox"/>                                 | 4 <input type="checkbox"/>  | 5 <input type="checkbox"/>   |
| Rarely has a new idea; is unimaginative | Occasionally comes up with a new idea | Has average imagination has reasonable number of new ideas | Frequently suggests new ways of doing things; is very imaginative | Continually seeks new and better ways of doing thing; is extremely imaginative |

**DEPENDABILITY** is the ability to do required jobs well with a minimum of supervision.

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|---|------------------------------|--|--|--|
| 1 <input type="checkbox"/>                | 2 <input type="checkbox"/>   | 3 <input type="checkbox"/>   | 4 <input type="checkbox"/>               | 5 <input type="checkbox"/>               |
| Requires close supervision; is unreliable | Sometimes requires prompting | Usually takes care of necessary tasks and completes with reasonable promptness | Requires little supervision; is reliable | Requires absolute minimum of supervision |

**DRIVE** is the desire to attain goals, to achieve.

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|--|---|--|--|--|
| 1 <input type="checkbox"/>   | 2 <input type="checkbox"/>                              | 3 <input type="checkbox"/>                                     | 4 <input type="checkbox"/>               | 5 <input type="checkbox"/>                             |
| Has poorly defined goals and acts without purpose; puts forth little effort. | Sets goals too low; puts forth little effort to achieve | Has average goals and usually puts forth effort to reach these | Strives hard; has high desire to achieve | Sets high goals and strives incessantly to reach these |

**FRIENDLINESS** is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

- |                            |   |                            |                             |   |
|----------------------------|---|----------------------------|-----------------------------|---|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/>                  | 3 <input type="checkbox"/> | 4 <input type="checkbox"/>  | 5 <input type="checkbox"/>                              |
| Very distant and aloof     | Approachable; friendly once known by others | Warm; friendly; sociable   | Very sociable and out-going | Extremely sociable; excellent at establishing good will |

**GROWTH** is the quality of continued attainment and improvement related to the employee's work.

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|--|--|---|---|---|
| 1 <input type="checkbox"/>                           | 2 <input type="checkbox"/>   | 3 <input type="checkbox"/>                                  | 4 <input type="checkbox"/>                          | 5 <input type="checkbox"/>                              |
| Fails to improve quality of work or knowledge of job | Improves quality of work and increases knowledge of job only minimally | General improvement in quality of job and knowledge of work | Good progress in job knowledge and work improvement | Exceptional growth in job knowledge and quality of work |

**HOUSEKEEPING** is the orderliness and cleanliness in which an individual keeps his work area.

- |                            |   |  |  |                                   |
|----------------------------|---|--|--|-----------------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/>              | 3 <input type="checkbox"/>             | 4 <input type="checkbox"/>                         | 5 <input type="checkbox"/>        |
| Disorderly or untidy       | Some tendency to be careless and untidy | Ordinarily keeps work area fairly neat | Quite conscientious about neatness and cleanliness | Unusually neat, clean and orderly |

**INITIATIVE** is the ability to see a need and act on it without supervision.

- |   |  |  |                            |   |
|---|--|--|----------------------------|---|
| 1 <input type="checkbox"/>                  | 2 <input type="checkbox"/>                                     | 3 <input type="checkbox"/>   | 4 <input type="checkbox"/> | 5 <input type="checkbox"/>                                |
| Unable or unwilling to act on obvious needs | Fails to see or act on needs except in most obvious situations | Acts only when a need clearly presents itself and only when supervision is not available | Sees and acts on needs     | Insightful recognition of needs, acts with good judgement |

**JOB KNOWLEDGE** is the information concerning work duties which an individual should know for a satisfactory job performance.

- |                                   |  |   |                                |   |
|-----------------------------------|--|---|--------------------------------|---|
| 1 <input type="checkbox"/>        | 2 <input type="checkbox"/>             | 3 <input type="checkbox"/>                            | 4 <input type="checkbox"/>     | 5 <input type="checkbox"/>                |
| Poorly informed about work duties | Lacks knowledge of some phases of work | Moderately informed; can answer most common questions | Understands all phases of work | Has complete mastery of all phases of job |

**JUDGEMENT** is the quality of the decision that precedes an action.

- |   |                             |                            |                            |   |
|---|-----------------------------|----------------------------|----------------------------|---|
| 1 <input type="checkbox"/>                  | 2 <input type="checkbox"/>  | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/>              |
| Acts rashly without regard for consequences | Actions show little thought | Acts are thought out       | Well thought-out actions   | High quality thought proceeds most acts |

**OVERALL EVALUATION** in comparison with other employees with the same length of service on this job.

- |                            |                                 |                            |                            |                            |
|----------------------------|---------------------------------|----------------------------|----------------------------|----------------------------|
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/>      | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Definitely unsatisfactory  | Substandard but making progress | Doing an average job       | Definitely above average   | Outstanding                |

**PERSONAL APPEARANCE** is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

- |                                  |   |  |  |  |
|----------------------------------|---|--|--|--|
| 1 <input type="checkbox"/>       | 2 <input type="checkbox"/>                              | 3 <input type="checkbox"/>                                 | 4 <input type="checkbox"/>                             | 5 <input type="checkbox"/>                                 |
| Very untidy; poor taste in dress | Sometimes untidy and careless about personal appearance | Generally neat and clean; satisfactory personal appearance | Careful about personal appearance; good taste in dress | Unusually well groomed very neat; excellent taste in dress |

**PERSONALITY** is an individual's behavior characteristics or his personal suitability for the job.

- |   |                                       |                                       |   |                                      |
|---|---------------------------------------|---------------------------------------|---|--------------------------------------|
| 1 <input type="checkbox"/>              | 2 <input type="checkbox"/>            | 3 <input type="checkbox"/>            | 4 <input type="checkbox"/>              | 5 <input type="checkbox"/>           |
| Personality unsatisfactory for this job | Personality questionable for this job | Personality satisfactory for this job | Very desirable personality for this job | Outstanding personality for this job |

**PHYSICAL FITNESS** is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

- |                                 |                              |  |                            |                              |
|---------------------------------|------------------------------|--|----------------------------|------------------------------|
| 1 <input type="checkbox"/>      | 2 <input type="checkbox"/>   | 3 <input type="checkbox"/>                 | 4 <input type="checkbox"/> | 5 <input type="checkbox"/>   |
| Tires easily; is weak and frail | Frequently tires and is slow | Meets physical and energy job requirements | Energetic; seldom tires    | Excellent health; no fatigue |

**QUANTITY OF WORK** is the amount of work an individual does in a work day.

- |                                    |                            |                                |  |                                 |
|------------------------------------|----------------------------|--------------------------------|--|---------------------------------|
| 1 <input type="checkbox"/>         | 2 <input type="checkbox"/> | 3 <input type="checkbox"/>     | 4 <input type="checkbox"/>                   | 5 <input type="checkbox"/>      |
| Does not meet minimum requirements | Does just enough to get by | Volume of work is satisfactory | Very industrious; does more than is required | Superior work production record |

**STABILITY** is the ability to withstand pressure and to remain calm in crisis situations.

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|---|---|--|--|--|
| 1 <input type="checkbox"/>                              | 2 <input type="checkbox"/>                                  | 3 <input type="checkbox"/>                             | 4 <input type="checkbox"/>   | 5 <input type="checkbox"/>                           |
| Goes "to pieces" under pressure; is "jumpy" and nervous | Occasionally "blows up" under pressure; is easily irritated | Has average tolerance for crises; usually remains calm | Tolerates most pressure; likes crises more than the average person | Thrives under pressure; really enjoys solving crises |

# PERFORMANCE APPRAISAL

## Checklist

	1	2	3	4	5
ACCURACY	<input type="checkbox"/>				
ADAPTABILITY	<input type="checkbox"/>				
ALERTNESS	<input type="checkbox"/>				
APPLICATION	<input type="checkbox"/>				
ATTENDANCE	<input type="checkbox"/>				
COMMUNICATION	<input type="checkbox"/>				
COURTESY	<input type="checkbox"/>				
CREATIVITY	<input type="checkbox"/>				
DEPENDABILITY	<input type="checkbox"/>				
DRIVE	<input type="checkbox"/>				
FRIENDLINESS	<input type="checkbox"/>				
GROWTH	<input type="checkbox"/>				
HOUSEKEEPING	<input type="checkbox"/>				
INITIATIVE	<input type="checkbox"/>				
JOB KNOWLEDGE	<input type="checkbox"/>				
JUDGEMENT	<input type="checkbox"/>				
OVERALL EVALUATION	<input type="checkbox"/>				
PERSONAL APPEARANCE	<input type="checkbox"/>				
PERSONALITY	<input type="checkbox"/>				
PHYSICAL FITNESS	<input type="checkbox"/>				
QUANTITY OF WORK	<input type="checkbox"/>				
STABILITY	<input type="checkbox"/>				

Employee \_\_\_\_\_

Signature \_\_\_\_\_  
(Employee)

Signature \_\_\_\_\_  
(Supervisor)

Date \_\_\_\_\_



## COUNSELING STATEMENT

RE: Employee \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

1. The following observation has been made or the observation has been brought to my attention:
  
  
  
  
  
  
  
  
  
  
2. The following standards will be expected in the future:
  
  
  
  
  
  
  
  
  
  
3. I have informed this employee of the following consequences if he or she fails to follow the above standards:
  
  
  
  
  
  
  
  
  
  
4. These matters will be reviewed within \_\_\_\_\_ days.

\_\_\_\_\_  
(Supervisor)

I have read and received a copy of the above statement. I do/do not wish to submit written comments of my own about this matter.

\_\_\_\_\_  
(Employee)