

**CONFIDENTIAL****NON-EXEMPT PERFORMANCE APPRAISAL**

Employee _____

Title _____

Department _____

Appraisal Period From _____ to _____

PERFORMANCE (For Appraisal Period Only)**Location and Cost Center****IMPORTANCE RATING SCALE**

3- Critical To the function

2- Important

1- Least Important

PERFORMANCE RATING FACTORS**QUALITY**

Accuracy, neatness and dependability of results regardless of volume

Comment: _____

Importance

Unsatisfactory

Satisfactory

Above
Satisfactory

Deteriorated

Remained Same

Improved

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**QUANTITY**

Number of assignment/duties completed; volume of work performed.

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**JOB KNOWLEDGE**

Familiarity with methods, procedures, and techniques applicable to the job that may be acquired by education, training or experience

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**JUDGMENT**

Ability to obtain and analyze facts and arrive at sound decisions

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**INITIATIVE**

Ability to take effective action without being told

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**INTERPERSONAL SKILLS**

Ability to get along with people. Is the employee tactful and diplomatic; aware of the effect he/she has on others? How well is employee accepted?

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**WORK HABITS**

Application at work station, organization of work, punctuality, attendance

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**DEPENDABILITY**

Reliability in assuming and carrying out commitments, obligations and assignments.

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐**ATTITUDE**

Enthusiasm for job, loyalty to Company and ability to accept criticism and change.

Comment: _____

☐☐ 1 ☐ 2 ☐ 3☐ 4 ☐ 5 ☐ 6☐ 7 ☐ 8 ☐ 9☐☐☐

IMPORTANCE RATING SCALE

3- Critical To the function

2- Important

1- Least Important

Importance

Unsatisfactory

Satisfactory

Above
Satisfactory

Deteriorated

Remained Same

Improved

SUPPLEMENTAL FACTORS

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Comment: _____

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Comment: _____

OVERALL SUMMARY OF PERFORMANCE APPRAISAL

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Comment: _____

MAJOR STRENGTHS:

MAJOR OPPORTUNITIES FOR IMPROVEMENTS:

POTENTIAL FOR ADVANCEMENT: (Check one)☐ Should be considered for promotion☐ Good potential, but needs additional training or experience☐ Limited potential beyond present level☐ Other (Explain) _____**EMPLOYEE'S CAREER INTEREST:**

0-2 Yrs _____

3-5 Yrs _____

RECOMMENDED DEVELOPMENT PLAN: (Personal and Professional)

EMPLOYEE COMMENTS: This space is provided for the employee to comment on the appraisal if desired.

Prepared By _____ Date _____ *Employee Signature _____ Date _____ Approved by _____ Date _____

_____	_____	_____
_____	_____	_____

* I have read this appraisal and discussed it with my immediate supervisor.