

Employee Performance Appraisal

(Direct Report)

	200			
Employee:	Tom	Employment Date:	2024-09-26	
		Date.		
Employee	123	Job Title:	Assistant	
Number:				
Period of	1 year	Date:	2025-09-26	
Evaluation:				
Supervisor:	Jerry			
Purpose: The purpose of conducting this Performance Appraisal is to: develop better communication				
between the employee and the supervisor, improve the quality of work, increase productivity, and promote				
employee deve	lopment.			
Job Responsibilities:				
Assist stuff				
2.				
2				
3.				
4.				
5.				
J				
Excellent (5):	Employee ensured extremely effective performance. Surpassed expectations.			
Very Good (4):	Employee ensured more than adequate and effective performance. Generally, exceeded expectations for successful job performance. Consistently demonstrated better than average level of performance.			
Good (3):	Employee ensured adequate performance. Met criteria required for successful job performance. Some deficiencies existed in the areas assessed but none of major concern.			
Fair (2):	At times, did not meet criteria for effective performance. A concern existed.			
Poor (1):	Below criteria required for successful job performance. A problem existed. Demonstrated counter-productive behaviors that had negative outcomes or consequences.			

Performance Category Rating Comments and Examples Attendance: Consider the number of absences and requests for personal **** time off. Punctuality: Consider the arrival 3 time and departure time lunch periods **** and breaks. Consider if employee 3 begins to work promptly upon arrival. *** Productivity: Consider how the 3 employee uses available time: *** Does the employee complete work quickly and efficiently? Does the employee 4 act without prompting to get assigned work **** done? 5 Does the employee look for "work" when assigned tasks are **** completed if there is available time? Consider how well the 4.5 employee handles



Quality work:

Consider if work is thorough, accurate and precise. Consider the extent to which the employee ensures the work is well done.



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3

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4.5

Team player:

Consider the ability and willingness to cooperate and be helpful with other employees.



Consider how well the employee builds a good and beneficial rapport with fellow team members.



Consider how well the 3 employee cooperates with employees from other branches.



Consider if the employee values team success over individual success.



Communication:

Consider how effectively the employee communicates with



supervisor, coworkers, and customers.

Consider how well the 3 employee communicates with co-workers when dealing with a difficult situation. Ability to communicate in a non-blaming manner.



People/Human Relations:

Consider the ability of the employee to call the attention to a coworker's mistake in a way that makes coworker willing to cooperate. Consider how well the employee offers constructive criticism.



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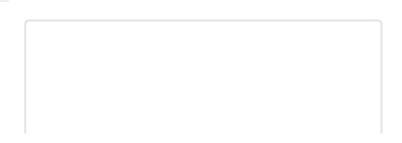
Consider how well the employee accepts criticism. Is the employee willing to make corrections?

Consider the ability and willingness of the employee to ensure that customers' requests are fully satisfied. Follow up if neccessary.

Ability to take Ownership:

Consider the ability of the employee to take ownership of





assigned tasks and figure how to get things done. How well the employee accepts responsibility?

Consider the ability of the employee to recognize and admit mistakes and take action to correct it.



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Job Attitude:

Consider if employee sustains motivation to do the best job possible?

4.5

Consistent Impovement:

Does employee take initiative to learn? Consider the desire of the employee to become better.

5

Safety:

Consider how well employee follows safety practices to avoid accidents and damage to company property. Does employee reports damage to company proporty?

Overall

Performance:



By signing below, the employee acknowledges discussion of this document.

Employee Name and Signature:				
	Comment:			
Tom				
Date:				
2025-09-26				
Supervisor Name and Signature:				
	Comment:			
Jerry				
Date:				
2025-09-26				
Manager Name and Signature:	Comments			
	Comment:			
Date:				

Average Total Rating: 3.7/5

Submit