



Employee Performance Appraisal

(Direct Report)

Employee:	<input type="text" value="Tom"/>	Employment Date:	<input type="text" value="2024-09-26"/>
Employee Number:	<input type="text" value="123"/>	Job Title:	<input type="text" value="Assistant"/>
Period of Evaluation:	<input type="text" value="1 year"/>	Date:	<input type="text" value="2025-09-26"/>
Supervisor:	<input type="text" value="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 development.

Job Responsibilities:

1.	<input type="text" value="Assist stuff"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>

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.	3 ★ ★ ★ ★ ★	
Punctuality: Consider the arrival time and departure time lunch periods and breaks.	3 ★ ★ ★ ★ ★	
Consider if employee begins to work promptly upon arrival.	3 ★ ★ ★ ★ ★	
Productivity: Consider how the employee uses available time: Does the employee complete work quickly and efficiently?	3 ★ ★ ★ ★ ★	
Does the employee act without prompting to get assigned work done?	4 ★ ★ ★ ★ ★	
Does the employee look for "work" when assigned tasks are completed if there is available time?	5 ★ ★ ★ ★ ★	
Consider how well the employee handles	4.5	

digital distractions
(personal phone,
internet browsing).

★★★★★

Quality work:

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

3

★★★★★

Team player:

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

3

★★★★★

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

3

★★★★★

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

3

★★★★★

Consider if the
employee values
team success over
individual success.

3

★★★★★

Communication:

Consider how
effectively the
employee
communicates with

4.5

★★★★★

supervisor, co-workers, and customers.

Consider how well the employee

communicates with co-workers when dealing with a difficult situation. Ability to communicate in a non-blaming manner.

3



People/Human Relations:

3

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



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

3



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

5



Ability to take Ownership:

4

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.

3



Job Attitude:

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

4.5



Consistent Improvement:

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 property?

4



Overall Performance:

4.5



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

Employee Name and Signature:

Tom

Date:

2025-09-26

Comment:

Supervisor Name and Signature:

Jerry

Date:

2025-09-26

Comment:

Manager Name and Signature:

Date:

Comment:

Average Total Rating: 3.7/5

Submit