

ASAASE RADIO/TV

Line Management Appraisal forms

To be completed by Employee and Manager
Employee completes sections I, II, III and VI

Employee Name:	Title:
Department:	Performance Period:
Location:	Manager:

Section I.
Key Responsibilities: Employee summarizes the high level responsibilities and expectations of the job function. Manager comments.
Employee's Responsibilities
Employee list major responsibilities, primary duties and important functions here.
Manager's Comments
Manager types comments on responsibilities here.

Section II.
Major Accomplishments & Results Employee lists major accomplishments in order of priority and evaluates the results achieved in meeting this goal. Manager comments on those accomplishments and gives rating. There is space allowed for managers to add additional accomplishments. The employee can list as many accomplishments as appropriate. Do copy/paste of text box to list additional accomplishments.

Accomplishment and result(s) of accomplishment
Employee types description of accomplishment here.
Manager's Comments
Manager types comments on accomplishment here.
Manager's Rating
<input type="checkbox"/> Exceeded Expectations <input type="checkbox"/> Met Expectations <input type="checkbox"/> Expected Results Not Achieved

Accomplishment and result(s) of accomplishment
Employee types description of accomplishment here.
Manager's Comments
Manager types comments on accomplishment here.
Manager's Rating
<input type="checkbox"/> Exceeded Expectations <input type="checkbox"/> Met Expectations <input type="checkbox"/> Expected Results Not Achieved

Accomplishment and result(s) of accomplishment		
Employee types description of accomplishment here.		
Manager's Comments		
Manager types comments on accomplishment here.		
Manager's Rating		
<input type="checkbox"/> Exceeded Expectations	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Expected Results Not Achieved

Manager's Additional Accomplishment		
Manager types description of additional accomplishment here.		
Manager's Comments		
Manager types comments on accomplishment here.		
Manager's Rating		
<input type="checkbox"/> Exceeded Expectations	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Expected Results Not Achieved

Section III.
Disappointments: Employee lists some of his/her disappointments and missed opportunities during the performance year, its impact and what other factors could have led to a more positive outcome (including actions on the part of the Company as well as his/her own individual performance). Manager comments.
Employee's Disappointment(s)
Employee list disappointment(s) here.
Manager's Comments
Manager comments on employee disappointment(s) here.

Section IV.				
Performance Feedback:				
1. Reliability and Consistency of Performance Dependability. Completes work in a timely manner. Meets deadlines.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
Comments: Manager types comments here.				
2. Working with Management and Peers Demonstrates skills and behaviors, which contribute to a productive work group. Helps build teams.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
Comments: Manager types comments here.				
3. Performance Under Pressure Maintains consistency of work and quality of work under time pressures and/or large volumes of work.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
Comments: Manager types comments here.				
4. Initiative Is self-motivated to work effectively with job-appropriate level of supervision.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>

Comments:
Manager types comments here.

5. Job Knowledge Demonstrates knowledge of requirements, skills, software and methodology involved in completing a job. Attempts to keep current with necessary skills to maintain/increase productivity.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

6. Adaptability/Flexibility in Responding to Change Adapts behavior to accommodate changes in the workplace such as shifting of work priorities, technology, changes in working relationships, etc.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

7. Quality of Work Overall assessment of completeness, freedom from errors, etc.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

8. Quantity of Work Overall assessment of volume of work, timeliness, adherence to deadlines, number of activities handled, etc.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

9. Organizational, Planning and Coordination skills Demonstrates the ability to organize and prioritize workload.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

10. Responsiveness to Clients Knowledge results in clients receiving information on a timely basis.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

11. Communication Skills Demonstrates both good written and oral communication skills.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

12. Leadership Able to inspire others to achieve impact.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

13. Interpersonal Skills Engages in fair and equitable treatment of others. Exercises diversity. Demonstrates listening, understanding, and respect for others.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
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Comments:
Manager types comments here.

14. Confidentiality and Security Sensitivity Handles confidential information appropriately and exercises care in safeguarding proprietary and personal information.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
Comments: Manager types comments here.				

15. Attendance and Punctuality Maintains record in which absenteeism and tardiness are minimized.	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
Comments: Manager types comments here.				

16. Other (Please Specify)	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Improvement Needed <input type="checkbox"/>	NA <input type="checkbox"/>
Comments: Manager types comments here.				

Section V.
Overall Rating:
<input type="checkbox"/> Exceeds expectations: Performs all job responsibilities far above the key requirements for the job. Displays a high degree of core skills and competencies required in the job.
<input type="checkbox"/> Meets expectations: Performs all job responsibilities and key requirements for the job (exceeds some). Displays a comprehensive degree of key skills, knowledge, and abilities required in the job.
<input type="checkbox"/> Needs Improvement: Needs improvement in performing job responsibilities and key competencies. Documented improvement plan and timeline to follow within 2 weeks of appraisal.

Section VI.
Future Plans and Goals:
Employee lists his/her goals for the next Performance year and outlines an action plan to achieve that goal; employee also indicates how AT can assist. If employee has already completed any other goal setting forms, including incentive plans, not necessary to complete this section. Please indicate which form.
Manager comments on goals, prioritizes if necessary and offers feedback. Managers: These goals can become next year's accomplishments!
Employee's Goal(s) & Action Plan(s) List help needed from AT
Employee types description of goals, action plan, and help needed from AspenTech here.
Manager's Comments:
Manager types comments on employee's goals here.

Section VII.
Employee Comments (Optional):
Employee completes this section after the discussion with Manager.
Employee's Comments:
Employee types comments here.

Employee Signature:	
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Manager Signature:	
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