

PERFORMANCE AND WORK APPRAISAL FORM

Date:	Employment Date:	Annual:	Probationary:
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Name:

Job Title:	Department:	How Long Under Your Supervision:
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Judge the employee on the basis of the work now being done. Be sure that each characteristic is considered separately, regardless of where the appraisal falls on any of the other characteristics. Place a check (X) in front of the phrase that best describes the individual. The space under each characteristic is provided for additional comments.

<p>1. Quality of Work</p> <p>Additional comments, strengths, areas for improvements:</p>		Excellent
		Very Good
		Satisfactory
		Unsatisfactory
<p>2. Quantity of Work</p> <p>Additional comments, strengths, areas for improvements:</p>		Excellent
		Very Good
		Satisfactory
		Unsatisfactory
<p>3. Knowledge of Job</p> <p>Additional comments, strengths, areas for improvements:</p>		Excellent
		Very Good
		Satisfactory
		Unsatisfactory

4. Attitude Towards Job Additional comments, strengths, areas for improvements:	Excellent
	Very Good
	Satisfactory
	Unsatisfactory
5. Interpersonal Communication Additional comments, strengths, areas for improvements:	Excellent
	Very Good
	Satisfactory
	Unsatisfactory
6. Cooperation Additional comments, strengths, areas for improvements:	Excellent
	Very Good
	Satisfactory
	Unsatisfactory

7. Reliability	Excellent
	Very Good
	Satisfactory
	Unsatisfactory
	Additional comments, strengths, areas for improvements:
8. Initiative	Excellent
	Very Good
	Satisfactory
	Unsatisfactory
	Additional comments, strengths, areas for improvements:
9. Attendance	Excellent
	Very Good
	Satisfactory
	Unsatisfactory
	Additional comments, strengths, areas for improvements:

10. TO BE COMPLETED FOR THOSE EMPLOYEES WHO HAVE SUPERVISORY RESPONSIBILITY:

Leadership	
	Excellent
	Very Good
	Satisfactory
	Unsatisfactory
Additional comments, strengths, areas for improvements:	

GENERAL COMMENTS

1. What suggestions do you have for contributing to this employee's development?
 - a. What additional on-the-job training would be helpful?
 - b. What evening school subjects would assist the employee in making progress?
 - c. What other suggestions do you have?
2. In what area can this employee make improvement?
3. Has there been an overall improvement since the last evaluation? (give examples, explain)
4. Please note any additional information that has not already been covered:

DATE OF REVIEW WITH EMPLOYEE:	
I have read this appraisal and have had the opportunity to discuss its contents with my supervisor: Employee's Signature:	Review's Signature (Employee's Immediate Supervisor)
	Approved By (Reviewer)