



PERFORMANCE APPRAISAL / NON-MANAGEMENT

CLIENT NAME _____ DATE _____

EMPLOYEE NAME _____ SS # _____

DATE OF HIRE _____ LAST REVIEW DATE _____

DEPARTMENT _____ POSITION _____

APPRAISAL ACTION Annual Promotion Other

Definition of Ratings:

- 5 = Excellent Consistently exceeds the requirement of the element. Little coaching needed.
4 = Good Consistently meets the requirements of the element. Little supervision needed.
3 = Average Often meets the requirements of the element. Normal supervision required.
2 = Marginal Often fails to meet the requirements of the element. Supervision required.
1 = Unsatisfactory Never meets the requirements of the element. Constant supervision required.
N/A Not Applicable Category does not apply

Table with 3 columns: PERFORMANCE ELEMENT, RATING, REVIEWER COMMENTS. Rows include Job Knowledge, Skills Proficiency, Productivity, Quality of Work, Organization, Preparation, Dependability, Attendance, Team Work, Customer Service, Safety, and Key Responsibility.

OVERALL RATING

- 5** Exceptional performance that far exceeds the established requirements.
- 4** Above average performance frequently exceeding the established requirements.
- 3** Competent and satisfactorily meeting requirements.
- 2** Does not adequately accomplish the established requirements.
- 1** Requires immediate improvement.

DEVELOPMENTAL ACTION PLAN

REVIEWER COMMENTS

EMPLOYEE COMMENTS

ACKNOWLEDGEMENT

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with this evaluation. I have made my disagreement, if any, known by written notice. I further understand that failure to improved required elements may result in immediate termination of my employment.

EMPLOYEE SIGNATURE _____ **DATE** _____

PRINT NAME _____

REVIEWER SIGNATURE _____ **DATE** _____

APPROVED BY _____ **DATE** _____