



## PERFORMANCE APPRAISAL EXEMPLAR



Prepared:  
Presented:  
Finalized:

# PERFORMANCE APPRAISAL

---

## GENERAL INFORMATION

Time period of this performance appraisal:

Job description:

## PERFORMANCE OVERVIEW COMMENTARY

Strengths, accomplishments:

Areas requiring improvement:

Objectives accomplished from Prior Year Performance Appraisal:

Comparison to peers:

Does \_\_\_\_\_ contribute directly to the profitability of the company? Yes No

Promotion likely within the next 90 days? Yes No

Promotion likely within the next 12 months? Yes No

Termination for cause or performance possible within the next 90 days? Yes No

Termination for cause or performance possible within the next 12 months? Yes No

## PERFORMANCE EVALUATION CRITERIA [1-5]

"1"	<b>unsatisfactory performance</b>
"2"	<b>does not meet expectations</b>
"3"	meets all expectations
"4"	<b>exceeds expectations</b>
"5"	<b>superlative performance</b>
"NA"	not applicable

**1. Level of effort**

- a. Attendance.....
- b. Tardiness.....
- c. Diligence .....
- d. Time management.....
- e. Extraordinary effort when required.....

Peer comparison	<input type="checkbox"/> superior	<input type="checkbox"/> equal	<input type="checkbox"/> inferior
Previous appraisal	<input type="checkbox"/> improved	<input type="checkbox"/> no change	<input type="checkbox"/> diminished

**2. Quality of effort**

- a. Accuracy.....
- b. Timeliness.....
- c. Quantity.....
- d. Attitude .....
- e. Communication
  - Verbal.....
  - Written .....

Peer comparison	<input type="checkbox"/> superior	<input type="checkbox"/> equal	<input type="checkbox"/> inferior
Previous appraisal	<input type="checkbox"/> improved	<input type="checkbox"/> no change	<input type="checkbox"/> diminished

**3. Teamwork**

- a. Cooperation.....
- b. Assistance .....
- c. Attitude.....
- d. Team member .....

Peer comparison	<input type="checkbox"/> superior	<input type="checkbox"/> equal	<input type="checkbox"/> inferior
Previous appraisal	<input type="checkbox"/> improved	<input type="checkbox"/> no change	<input type="checkbox"/> diminished

**4. Problem solving**

- a. Identifies problems.....
- b. Takes responsibility for problem solving.....
- c. Identifies solutions .....
- d. Decisiveness.....
- e. Action.....
- f. Initiative.....

Peer comparison	<input type="checkbox"/> superior	<input type="checkbox"/> equal	<input type="checkbox"/> inferior
Previous appraisal	<input type="checkbox"/> improved	<input type="checkbox"/> no change	<input type="checkbox"/> diminished

**5. Professional skills**

- a. Continuing education .....
- b. Knowledge of job skills .....
- c. Knowledge of company.....
- d. Knowledge of industry.....
- e. Computer skills .....
- f. Negotiating skills.....
- g. Interpersonal skills .....
- h. Safety awareness .....
- i. EEOC awareness.....
- j. Client service orientation.....

Peer comparison     superior                     equal                     inferior  
 Previous appraisal     improved                     no change                     diminished

**6. Relationships**

- a. With fellow workers.....
- b. With superiors.....
- c. With clients .....
- d. With others.....

Peer comparison     superior                     equal                     inferior  
 Previous appraisal     improved                     no change                     diminished

**7. Management/leadership:**

- a. Demonstrated management ability.....
- b. Ability to delegate.....
- c. Productivity of subordinates.....
- d. Training of subordinates .....
- e. Planning ability .....

Peer comparison     superior                     equal                     inferior  
 Previous appraisal     improved                     no change                     diminished

**ACTION PLAN**

**Plan to improve performance criteria shortcomings:**

**Education and professional development:**

New assignments within existing job description:

Current compensation:

Compensation action, if any:

ACKNOWLEDGMENT

This Performance Appraisal has been presented to and fully discussed with \_\_\_\_\_ on \_\_\_\_\_ and he has received a copy.

XXXXXXXXXX  
President, CEO

Date:

I agree with the Performance Appraisal except as noted below:

Date:

Attachments:

Appraisal Input  
Prior Year Performance Appraisal