**PERFORMANCE APPRAISAL**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation of Performance**

**RATING SCALE**

Please use the table below to score the employee on the key criteria for the position.

On a scale of 1-4, how would you rate the employee’s ability to perform the key duties of their role (as outlined in the position description)?

| **Rating**  | **Meaning** |
| --- | --- |
| **4** | **Excellent.** The employee is consistently achieving and exceeding position expectations.  |
| **3** | **Good.** Employee performs all significant tasks according to established expectations.  |
| **2** | **Fair**. Employee performs some significant tasks at expected levels, but performance requires improvement. |
| **1** | **Minimal.** Employee is consistently performing below expectations and requires significant improvement.  |

**KEY CRITERIA FOR THE POSITION OF [INSERT POSITION]**

| **Specific Criteria/Key Responsibilities** | **Supervisor****Score** **(1-4)** | **Employee****Score** **(1-4)** |
| --- | --- | --- |
| Insert key job responsibilities |  |  |
| Insert key job responsibilities |  |  |
| Insert key job responsibilities |  |  |
| Insert key job responsibilities |  |  |

**Score: \_\_\_\_\_\_\_\_\_\_**

| **Overall Criteria/Competencies** | **Supervisor****Score** **(1-4)** | **Employee****Score****(1-4)** |
| --- | --- | --- |
| **Productivity*** Makes realistic goals
* Hits deadlines and/or realigns deadlines as required for project scope
* Completes tasks
* Thinks smartly (shows good judgment)
* Aims for efficiencies
 |  |  |
| **Communication*** Understands information clearly
* Communicates effectively with clients and employees (verbal, written, email and telephone)
* Understands direction received and asks for clarity as soon as possible if needed
* Sets clear expectations with clients and realigns goals (as needed) to match current project parameters
 |  |  |
| **Engagement*** Leads by example
* Comes up with smart solutions
* Constantly looking for ways to move company forward – questions the whys
	+ Has suggestions for process improvements, etc.
 |  |  |
| **Personal Development** * Remains calm under pressure
* Sets high standards and goals for self
* Sets challenges/goals for self
 |  |  |
| **Relationships/Teamwork**  * Advocates for the client/employee as required
* Puts personal thoughts and biases aside
* Gives realistic and practical advice
* Has respect for employees at all levels in the organization
* Willing to be cross trained and has an understanding of the company’s overall goals/direction
 |  |  |
| **Leadership (if applicable)*** Prioritizes tasks
* Quick to respond
* Manages team effectively
* Develops new strategies
* Organizes well
 |  |  |

**Score: \_\_\_\_\_\_\_\_\_\_**

**Employee Overall Assessment Score: \_\_\_\_\_\_\_\_\_\_**

**Supervisor Overall Assessment Score: \_\_\_\_\_\_\_\_\_\_**

**Reviewer Comments:**

|  |
| --- |

**Plan for next review period:**

| Goals | Timelines | Success Measurements | Achieved? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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**Employee Sign Off**

I have been advised of my performance evaluation. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications of poor performance and of the consequences of failing to improve my performance should it require improvement. My own comments are as follows:

|  |
| --- |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_