



ANNUAL APPRAISAL FORM

EMPLOYEE INFORMATION

EMPLOYEE NAME _____

POSITION TITLE _____

PERFORMANCE PERIOD FROM _____ TO _____

DEPARTMENT _____

TYPE OF APPRAISAL ANNUAL _____ END OF PROBATION _____

EMPLOYEES ON PROBATION ARE NOT ELIGIBLE FOR THE PAY FOR PERFORMANCE ADJUSTMENT

Definitions of Performance Ratings with Numeric Equivalent

- 5 OUTSTANDING:** Employee consistently exceeds performance expectations and/or job responsibilities, and employee completes additional responsibilities and/or special assignments.
- 4 ABOVE AVERAGE:** Employee consistently exceeds performance expectations and/or job responsibilities and displays work behaviors beyond what is expected with limited supervision, direction, or guidance.
- 3 AVERAGE:** Employee is performing job duties, responsibilities and displaying work behaviors as expected. "Meeting Expectations"
- 2 BELOW AVERAGE:** Employee is performing job duties, responsibilities and displaying work behaviors below what is expected. Employee has room for growth at this level.
- 1 UNSATISFACTORY:** Does NOT meet performance expectations and/or job responsibilities. Employee needs continual supervision and/or direction to meet the requirements of his/her job description.

Instructions

- 1 Carefully consider the performance of the employee as you have observed him/her over the performance period with respect to each of the behaviors outlined below.
- 2 Select the rating that best represents the performance of the staff member to each statement individually-refer to the definitions of the ratings above. **Use whole numbers only.**
- 3 Comment on the ratings. If you need additional space for comments, add them on a separate page and attach them to the appraisal form.
- 4 Please note that the ratings of (5) or (1) require a narrative justification with observed behavioral examples.
- 5 Review ratings with the staff member. Discuss and comment on any differences of opinion.

Care of Equipment and Adherence to Safety and Company Policy - Work behaviors related to the employee's ability to use and maintain equipment, to comply with safety rules and regulations and to follow District policies.

	5	4	3	2	1	Score
Maintains equipment at its best, uses proper care in use and maintenance	5	4	3	2	1	
Learns the functions, purposes, and limitations of equipment, and practices using it	5	4	3	2	1	
Accurately sets up and calibrates tools and machines	5	4	3	2	1	
Routinely inspects equipment, and adheres to the proper maintenance schedule	5	4	3	2	1	
Follows safety and other regulations when handling and operating equipment	5	4	3	2	1	
Uses equipment for its intended purpose only, protecting it from damage and misuse	5	4	3	2	1	
Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again	5	4	3	2	1	
Complies with all safety rules and regulations, wears required safety equipment	5	4	3	2	1	
Notifies the supervisor of unsafe conditions	5	4	3	2	1	
Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others	5	4	3	2	1	
Organizes the personal workspace to minimize the likelihood of an accident or other unsafe situation	5	4	3	2	1	
Responds positively to safety-oriented feedback	5	4	3	2	1	
Encourages and supports others to be safe while at work	5	4	3	2	1	

Employee Self-Score

Comments

Competency Rating

0

0

Communication (Internal) - Work behaviors related to the employee's ability to provide information to supervisor and others using a variety of methods.

	5	4	3	2	1	Score
Keeps supervisor, subordinates and co-workers adequately informed of their actions	5	4	3	2	1	
Utilizes proper channels when addressing concerns or issues	5	4	3	2	1	
Shares information, ideas and job knowledge to help co-workers and others who might find it useful	5	4	3	2	1	
Uses multiple channels or means to communicate important messages (memos, telephone, verbal, meetings, e-mail)	5	4	3	2	1	
Open to ideas shared by co-workers and/or supervisors	5	4	3	2	1	

Employee
Self-Score

Comments

Competency Rating 0

0

Customer Service/Customer Focus - Work behaviors related to the employee's ability

to provide quality service to customers in a courteous, respectful manner.

Score

Employee

Self-Score

Demonstrates flexibility in customer interaction (internal/external), able to adapt to specific situations	5	4	3	2	1	
Able to demonstrate concern for satisfying one's external and/or internal customers	5	4	3	2	1	
Quickly and effectively solves customers problems	5	4	3	2	1	
Presents a cheerful, positive manner with customers, courteous and respectful when dealing with the public	5	4	3	2	1	
Builds and maintains customer satisfaction with the products and services offered by the District	5	4	3	2	1	
Represents the District well when dealing with the public	5	4	3	2	1	
Focuses on the customer's results, rather than their own. Goes beyond basic service expectations to help customers implement solutions	5	4	3	2	1	

Comments

Competency Rating 0

0

Quality of Work/Attention to Detail/Thoroughness/Productivity-Work behaviors related to the employee's ability to complete work thoroughly and accurately while making the best use of time and resources.

Score

Employee Self-Score

Completes work thoroughly and correctly following established processes and procedures, checks work to ensure accuracy and completeness	5	4	3	2	1	
Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds	5	4	3	2	1	
Required paperwork is thorough and neat	5	4	3	2	1	
Stays focused on tasks in spite of distractions and interruptions	5	4	3	2	1	
Manages own time, priorities and resources to achieve goals, uses time effectively	5	4	3	2	1	
Compares finished work to what is expected to find inconsistencies	5	4	3	2	1	
Actions are thorough, does not merely "get by"	5	4	3	2	1	
Goes above and beyond to find solutions to complaints and/or issues	5	4	3	2	1	
Carefully prepares for meetings and presentations, follows up with others to ensure that agreements and commitments have been fulfilled	5	4	3	2	1	
Sets up procedures to ensure high quality of work	5	4	3	2	1	
Overcomes obstacles to meet goals	5	4	3	2	1	
Makes the best use of available time and resources	5	4	3	2	1	

Comments

Competency Rating

0

0

Appearance/Personal Fitness - Represents the organization and is fit for duty

Score

Employee

Self-Score

Dresses appropriately for position and as a representative of the organization	5	4	3	2	1	
Dresses according to organization policy	5	4	3	2	1	
Physical condition is adequate for job duties	5	4	3	2	1	
Mentally alert	5	4	3	2	1	

Comments

Competency Rating

0

0

Employee

Self-Score

Attendance/Punctuality/Absenteeism - Work behaviors related to schedules and deadlines

Score

Willingness to adjust schedule and/or work overtime as required	5	4	3	2	1	
Provides adequate notice when requesting time off	5	4	3	2	1	
Punctual, observes prescribed work break/meal periods	5	4	3	2	1	
Is not late to work or when returning from breaks	5	4	3	2	1	
Balances quality of work with meeting deadlines	5	4	3	2	1	
Does not use an inordinate amount of sick time	5	4	3	2	1	

Comments

Competency Rating

0

0

Job Knowledge/Technical Expertise - Work behaviors related to an employee's ability to apply required skill and knowledge for position

						Score
Possesses and demonstrates an understanding of work instructions, processes, equipment and materials required for the job	5	4	3	2	1	
Possesses the practical technical knowledge required.	5	4	3	2	1	
Adapts and learns new skills as they become relevant	5	4	3	2	1	
Can perform tasks with minimal supervision	5	4	3	2	1	
Demonstrates and applies knowledge and skill in a technical area to solve a range of problems	5	4	3	2	1	

Employee Self-Score

Comments

Competency Rating

0

0

Analytical and Critical Thinking/Problem Solving - Work behaviors related to an employee's ability to think logically and to solve problems.

						Score
Carefully weighs the priority of things to be done.	5	4	3	2	1	
Notices discrepancies and inconsistencies in available information and takes action to resolve them.	5	4	3	2	1	
Has the ability to tackle a problem using a logical, systematic, sequential approach.	5	4	3	2	1	
Contributes original and resourceful ideas in brainstorming sessions.	5	4	3	2	1	
Has the ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skillful questioning to draw out the information.	5	4	3	2	1	
Thinks in terms of desired outcomes, not just reactive, quick solutions	5	4	3	2	1	

Employee Self-Score

Comments

Competency Rating

0

0

SUMMARY OF COMPETENCY SCORES

Care of Equipment and Adherence to Safety and Company Policy - Work behaviors related to the employee's ability to use and maintain equipment, to comply with safety rules and regulations and to follow District policies.

0

0

Communication (Internal) - Work behaviors related to the employee's ability to provide information to supervisor and others using a variety of methods.

0

0

Customer Service/Customer Focus - Work behaviors related to the employee's ability to provide quality service to customers in a courteous, respectful manner.

0

0

Teamwork/Attitude/Co-worker Relationships - Work behaviors related to the employee's ability to develop constructive and cooperative working relationships with others and to foster a teamwork atmosphere.

0

0

Quality of Work/Attention to Detail/Thoroughness/Productivity-Work behaviors related to the employee's ability to complete work thoroughly and accurately while making the best use of time and resources.

0

0

Initiative/Development and Continual Learning - Work behaviors related to the employee's willingness to accept challenges and to continue to develop professionally.

0

0

Appearance/Personal Fitness - Represents the organization and is fit for duty

0

0

Attendance/Punctuality/Absenteeism - Work behaviors related to schedules and deadlines

0

0

Job Knowledge/Technical Expertise - Work behaviors related to an employee's ability to apply required skill and knowledge for position

0

0

Analytical and Critical Thinking/Problem Solving - Work behaviors related to an employee's ability to think logically and to solve problems.

0

0

Final Performance Rating Based on Competency Ratings:

0

0

Supervisor's Comments

Employee's Comments (Areas to Improve, Additional Training, Goals, Etc.)

Evaluated By _____

Title _____

Date of Employee Evaluation _____

Date Evaluation Reviewed with Employee _____

Evaluator Signature _____ Date _____

I confirm that this performance appraisal has occurred and has been reviewed with me. I further confirm that my signature acknowledges this fact and is not an indication of agreement with the review. Any areas of disagreement are explained in the Employee's Comments section above.

Employee Signature _____ Date _____