



## 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 Equivalents

- 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.**

	Score					
Maintains equipment at its best, uses proper care in use and maintenance, including routine inspections.	5	4	3	2	1	
Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again. 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, wears required safety equipment	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.**

	Score					
Keeps supervisor, subordinates and co-workers adequately informed of their actions, using most effective channel of communication.	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	
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					
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	
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	
Quickly and effectively solves customer's problem. Goes beyond basic service expectations to help customers implement solutions	5	4	3	2	1	

Employee  
Self-Score


**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	
Manages own time, priorities and resources to achieve goals, uses time effectively	5	4	3	2	1	
Goes above and beyond to find solutions to complaints and/or issues	5	4	3	2	1	
Sets up procedures to ensure high quality of work, does not merely "get by"	5	4	3	2	1	


**Comments**

Competency Rating

0

0

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

	Score					
Seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, and finds new and better ways of doing things.	5	4	3	2	1	
Identifies what needs to be done and does it before being asked or before the situation requires it	5	4	3	2	1	
Willingly puts in extra time and effort in crisis situations; goes the "extra mile" to ensure the goal is met	5	4	3	2	1	
Responds to setbacks with renewed and increased efforts; is persistent in the face of difficulty	5	4	3	2	1	
Seeks opportunities to work on teams as a means to develop experience and knowledge	5	4	3	2	1	
Displays an ongoing commitment to learning and self-improvement	5	4	3	2	1	

Employee  
Self-Score


**Comments**

Competency Rating 0

0



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

Score

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

Employee

Self-Score


**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	
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

Employee  
Self-Score

Possesses and demonstrates an understanding of work instructions, processes, equipment and materials required for the job	5	4	3	2	1	
Keeps informed about cutting-edge technology in his/her technical area.	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	


**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

Employee  
Self-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	


**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, Additonal 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 \_\_\_\_\_