

Document Preview – This is only a portion of the entire, customizable document.

COMPANY NAME OR LOGO HERE

Performance Appraisal

Employee being reviewed:

Title/Department or Group:

Hire Date:

Today's Date:

Type of Review: *Annual*

Reviewer relationship: Manager Self-evaluation

The purpose of the review process is to provide input to and to gain input from employees regarding their past and current performance and to set goals for the upcoming year. Reviews also provide an opportunity for employees to give suggestions to their managers and to the company as a whole on their position, and what could be changed to improve their individual, team or company performance. Consequently, it is important that the process facilitate open, two-way communication.

If you have any questions or concerns regarding the review process, please do not hesitate to ask for assistance from Human Resources or other management staff. Make your entries using the "Reviewee" format, the reviewer will enter their comments with the "Reviewer" format which is indented and uses Times Italic.

Part 1. ACTIVITIES

Please list the 5 major activities engaged in during this period.

- 1.
- 2.
- 3.
- 4.
- 5.

Please list the 5 major activities for this position for the upcoming year.

- 1.
- 2.
- 3.
- 4.
- 5.

COMMENTS (Include examples of outstanding achievement or areas for improvement; please provide concrete examples especially for any areas rated below satisfactory.)

(Your Comments)

Please check the numerical rating for each of the relevant categories below. Please indicate 'N.O.' for Not Observed, if you are unable to assess a particular behavior.

Part 2. TECHNICAL COMPETENCE

	Needs Improvement		Consistently Meets Job Requirements		Consistently Exceeds Job Requirements	
	N.O.	1	2	3	4	5
1. Meets time deadlines						
2. Work is accurate and complete						
3. Has mastered technical knowledge and skills necessary for the tasks assigned						
4. Manages volume of work well						
5. Keeps current in field						
6. Exhibits creative solutions to technical problems						
7. Comprehends assignments quickly						
8. Ready for increased responsibility						
9. Organizes time effectively						
10. Uses personnel resources well						
11. Uses material resources efficiently						
12. Can perform multiple tasks/projects within time frame allowed						
13. Is able to set and shift priorities						
14. Other (specify):						

COMMENTS (Include examples of outstanding achievement or areas for improvement; please provide concrete examples especially for any areas rated below satisfactory.)

(Your Comments)

OVERALL TECHNICAL RATING

Based on the above, I would rate myself/this employee's technical performance overall:

Needs Improvement	Consistently Meets Job Requirements		Consistently Exceeds Job Requirements	
1	2	3	4	5