EXEMPT PERFORMANCE APPRAISAL

Review Date: Date In Job:

Name: Division:

Department: Job Title:

Officer Title:

**EXPLANATION OF RATINGS**

**Below Expectancy (Substandard)**

0 = **Unsatisfactory** – Performance is consistently below acceptable standards. Immediate and

 substantial improvement required.

1 = **Marginal** – Performance is slightly below acceptable standards. Improvement is needed to

 meet acceptable standards.

**Meets Expectancy (Acceptable Standards)**

2 = **Minimally Satisfactory** – Performance meets minimum acceptable standards.

 Improvement necessary for consistent acceptable performance

3 = **Fully Satisfactory** – Performance consistently meets acceptable standards.

**Above Expectancy (Above Standard)**

4 = **Above Average** – Performance is frequently above acceptable standards.

5 = **Exceptional** – Performance is outstanding and consistently exceeds acceptable

**NR** = **Not Rated** – Performance not observed or not applicable. Explanation required.

(For each performance factor, circle the appropriate rating.)

I. **GENERAL PERFORMANCE FACTORS**

 RATING FACTOR

0 1 2 3 4 5 A. **Technical Competency** - Demonstrated knowledge and understanding of

 all phases of the job.

 NR

 Explanation of Rating

 0 1 2 3 4 5 B. **Quantity of Work** - Volume of work performed in relation to job

 requirements.

 NR

Explanation of Rating:

 0 1 2 3 4 5 C. **Quality of Work** - Accuracy and thoroughness of work performed.

 NR

 Explanation of Rating

 0 1 2 3 4 5 D. **Work Planning** - Ability to analyze assignments and establish priorities

 for achievement of objectives.

 NR

 Explanation of Rating

 0 1 2 3 4 5 E. **Cooperation** - Relationship with co-workers in performing assignments

 and ability to accept assignments willingly.

 NR

 Explanation of Rating

 0 1 2 3 4 5 F. **Communication** - Effectiveness of written and oral communication skills

 with coworkers and/or customers in the performance of duties.

 NR

 Explanation of Rating

 0 1 2 3 4 5 G. **Safety** – Compliance with company and OSHA safety policies, practices

 and procedures. Fostering a positive and proactive safety environment.

 NR

 Explanation of Rating

II. **SUPERVISORY PERFORMANCE**

0 1 2 3 4 5 A. **Productivity Effectiveness** - Performance in directing assigned work group in

 achieving work objectives.

0 1 2 3 4 5 B. **Problem-Solving Ability** - Performance of supervisor in resolving work-related

 and employee-related problems.

0 1 2 3 4 5 C. **Development of Subordinates** - Effective training and motivation of

 subordinates.

0 1 2 3 4 5 D. **Policy Compliance and Communication** - Adherence to and communication of

 policies, procedures, benefits, etc., to subordinates.

III.  **ATTENDANCE/TARDINESS**

 Days Absent Days Tardy Acceptable

 Needs Improvement

 Unacceptable

\*\*\***NOTE**--*DO NOT CONSIDER EMPLOYEE’S ABSENCES THAT WERE APPROVED AND COVERED BY THE FAMILY AND MEDICAL LEAVE ACT, IF APPLICABLE.*\*\*\*

Comments: (any “Needs Improvement” or “Unacceptable” rating requires comments)

IV. **SUMMARY COMMENTS**

 A. Employee’s significant strong points:

 B. Employee’s significant weak points:

 C. Necessary improvements:

 D. Development of future potential:

 E. If applicable, describe the employee’s contributions to achieving the department/division

 profit plan objectives in the following areas:

 (1) Business development/income generation -

 (2) Reduction of expenses -

 (3) Other –

 F. Overall Assessment of employee’s performance 0 1 2 3 4 5

V. **EMPLOYEE COMMENTS**

I have reviewed this appraisal and discussed the contents with my supervisor and/or manager.

Employee Comments: (Required If Any Disagreement Indicated)

VI. **SIGNATURES**

Signature of Employee: Date:

Signature of Supervisor: Date:

Signature of Human Resources: Date:

Signature of President: Date:

NOTE: ALL APPLICABLE PERFORMANCE IMPROVEMENT PLANS SHOULD BE ATTACHED IF OVERALL RATING IS LESS THAN EXPECTED LEVEL.