

## Employee Performance Appraisal

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Office Location \_\_\_\_\_ Hire Date \_\_\_\_\_

Title \_\_\_\_\_ Appraisal Date \_\_\_\_\_ Appraisal Period \_\_\_\_\_ Due Date \_\_\_\_\_

1= Unsatisfactory    2= Improvement Needed    3= Competent    4= Highly Effective    5= Outstanding

Criteria	Explanation	Rating:	1	2	3	4	5
<b>Vision</b>	Understands and embraces the Conference's mission and goals.						
<b>Knowledge</b>	Effective blend of experience and training for accomplishing job requirements.						
<b>Adaptability</b>	Able to quickly grasp the essential elements of each assignment.						
<b>Quality</b>	Thorough, consistent, and accurate completion of work.						
<b>Quantity</b>	Level of output reflects good use of time.						
<b>Neatness</b>	Clean and orderly work and work areas.						
<b>Initiative</b>	Develops and performs tasks without supervision. Shows growth in knowledge and abilities.						
<b>Innovation</b>	Looks for creative, efficient methods for accomplishing goals.						
<b>Communication</b>	Effective communication to the public, supervisors, peers, and subordinates— both verbally and in written form.						
<b>Interaction</b>	Works harmoniously with others. Listens to and accepts input from others with a teachable spirit.						
<b>Attitude</b>	Maintains a positive, uplifting attitude in performing responsibilities. Even tempered.						
<b>Dependability</b>	Reports for work as scheduled. Completes tasks and projects on time and in a mature manner.						
<b>Leadership</b>	Demonstrates high standards of excellence and integrity. Able to influence others to follow.						
<b>Judgement</b>	Demonstrates ability to make good decisions. Willingness to accept responsibility for results.						
<b>Delegation</b>	Works effectively through others. Able to share responsibility and follows tasks through to completion.						
<b>Perseverance</b>	Steadfast pursuit of objectives when faced with unexpected obstacles.						
<b>Appearance</b>	Appropriately dressed and groomed for responsibilities.						
<b>Total Rating</b>							

17	34	51	68	85
Unsatisfactory	Improvement Needed	Competent	Highly Effective	Outstanding

# Employee Performance Appraisal

## Part 2

Exceptional Contributions:

Areas for Improvement:

Goals for Continuing Development

Date

\_\_\_\_\_  
Supervisor/Evaluator Signature & Date

\_\_\_\_\_  
Employee Signature & Date

Above signatures indicate that a personal, face-to-face interview occurred on the date shown.

## Employee Performance Appraisal

Employee Preliminary *Self*-Appraisal

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Office Location

\_\_\_\_\_  
Hire Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Appraisal Date

\_\_\_\_\_  
Appraisal Period

\_\_\_\_\_  
Due Date

Your upcoming performance appraisal will focus on reviewing your past performance with an emphasis on positive goal setting.

Your appraisal process is designed to be a dialogue. Your input regarding job responsibilities and accomplishments as well as areas needing improvement are crucial to its effectiveness. **Please return this form to the Administrator by the due date indicated.**

1. Major Job Functions: Describe the major responsibilities in your position. On what elements do you invest the most time and effort?
2. Major Contributions: Review the major elements of your position. Note any significant problems you solved, any ideas successfully implemented, or major work goals attained.
3. Areas for Improvement: Describe any areas you feel have been "trouble spots" — things that have made you less effective than you otherwise could be. Please note any support from the organization which might remove these difficulties.
4. Immediate Action Plans: Describe the actions you want to take which would enable you to meet your intended goal(s) in this next year.
5. Career Goals: Describe your short and long range career goals.
6. Additional Comments: Note any additional questions or subjects you would like to discuss during your appraisal interview. If more space is needed use the back of this form.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

## Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the Conference's Personnel Policy Handbook. I understand that it provides guidelines and summary information about its personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the Conference reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both, the Conference and I, have the right to terminate the employment relationship at any time with or without cause, in compliance with the Personnel Policy Handbook, and that this employment-at-will relationship will remain in effect throughout my employment with the Conference unless it is specifically modified by an express written agreement signed by me and the CCSR chair.

I acknowledge that I have received and reviewed a copy of the Conference's Harassment policy. I further acknowledge that the policy has been explained to me, and that I have been given an opportunity to ask any questions I may have and that I understand its terms and provisions. I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

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Employee's Name (Please Print)

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Employee's Signature

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Witness

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Date