



# Completed Performance Appraisal Form

Employee Name:  
Supervisor Name:

Position:  
Department:

Date of employee self-assessment:  
Date of manager assessment:

**Instructions:** Employees are to complete a self-assessment and submit it to their manager no later than XXX. Managers are to complete their assessment and submit it to Human Resources by XXX.

**Rating scale:**

- 5 **Excellent** (consistently exceeds standards)
- 4 **Outstanding** (frequently exceeds standards)
- 3 **Satisfactory** (generally meets standards)
- 2 **Needs improvement** (frequently fails to meet standards)
- 1 **Unacceptable** (fails to meet standards)

**SECTION 1: OBJECTIVES: Overall Section Rating:**

OBJETIVE	ACTION ITEMS	OUTCOMES

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

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<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

**SECTION 2: GENERAL PERFORMANCE REQUIREMENTS: Overall Section Rating:**

**1. Job Knowledge** (Applies the technical and professional skills needed for the job.)

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

**2. Communication Skills** (Listens effectively and provides information and guidance to individuals in an appropriate and timely manner.)

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

**3. Management Skills** (Guides team to achieve desired results. Delegates responsibilities appropriately and effectively, while developing direct reports.)

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>



**4. Organizational Skills** (Sets appropriate objectives to meet commitments within budget. Establishes priorities and organizes workflow to meet objectives.)

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

**5. Initiative** (The degree to which an employee searches out new tasks and expands abilities professionally and personally.)

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

**SECTION 3: PROFESSIONAL DEVELOPMENT: Section Rating:**

<b>Employee Rating:</b>	<b>Action Items</b>
<b>Employee Comments:</b>	<b>Manager Comments:</b>

**OVERALL RATING:**

<b>Section 1:</b>	<b>Total Score:</b>
<b>Section 2:</b>	
<b>Section 3:</b>	
<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>