

**PERFORMANCE APPRAISAL**  
**Non-Supervisory Employee**

**SECTION I:**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ DATE OF LAST REVIEW: \_\_\_\_\_

REASON FOR REVIEW:

90 Day Probationary Period [  ]      Annual Review [  ]      Special Review [  ]

**SECTION II: Supervisor's Evaluation of Employee (#5 = average work)**

	LOW										HIGH
	1	2	3	4	5	6	7	8	9	10	
KNOWLEDGE: The blending of job related education, skills and experience.	1	2	3	4	5	6	7	8	9	10	
ACCURACY: Absence of errors.	1	2	3	4	5	6	7	8	9	10	
INNOVATION: Imagination and creativity used to lower cost and improve profits. Ability to examine a task and implement a suitable and efficient method of execution.	1	2	3	4	5	6	7	8	9	10	
ORDERLINESS: Organization of the individual's work and work area. Work area free of clutter.	1	2	3	4	5	6	7	8	9	10	
COOPERATION: Willingness to help others accomplish their objectives. Works well with others.	1	2	3	4	5	6	7	8	9	10	
RELIABILITY: Dependability and trustworthiness. Consistent in quality and attendance.	1	2	3	4	5	6	7	8	9	10	
STABILITY: Even temperament. Acceptance of unavoidable tension and pressure.	1	2	3	4	5	6	7	8	9	10	
ALERTNESS: Ability to quickly understand new information and situations.	1	2	3	4	5	6	7	8	9	10	
QUANTITY: Level of satisfaction output generated per unit of time.	1	2	3	4	5	6	7	8	9	10	
JUDGMENT: Capacity to make reasonable decisions. To make "the right call" in line with company policy.	1	2	3	4	5	6	7	8	9	10	
APPEARANCE & HABITS: Personal habits, clothing and grooming hygiene (evaluation should consider the nature of the job).	1	2	3	4	5	6	7	8	9	10	
COURTESY: Respect for feelings of others. Politeness on the job, on the phone and in person.	1	2	3	4	5	6	7	8	9	10	
INITIATIVE: Voluntarily starting projects. Attempting non-routine Jobs and tasks. Not waiting to be told.	1	2	3	4	5	6	7	8	9	10	
PERSEVERANCE: Steadfast pursuit of job objectives when faced with unexpected obstacles. Maintaining positive attitude when facing customer complaints.	1	2	3	4	5	6	7	8	9	10	
ATTENDANCE: Availability for work. Absenteeism, clocking in/out on time.	1	2	3	4	5	6	7	8	9	10	

SECTION III:  
STRENGTHS – MAJOR ACCOMPLISHMENTS:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

IMPROVEMENT/DEVELOPMENT NEEDS:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

PERSONAL IMPROVEMENTS/DEVELOPMENT PLANS (through discussion and agreement with employee, list personal improvement/development plans and work related goals and objectives to which you have agreed. They may be short or long term in nature.)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

SECTION IV:

Employee's comments regarding this appraisal or career interest and objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Appraiser: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of General Manager: \_\_\_\_\_

Date: \_\_\_\_\_