

**PERFORMANCE APPRAISAL**  
**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	
PLANNING AND ORGANIZING: Organizing to meet objectives, developing plans, establishing priorities, and follow-up of assigned tasks.											
INITIATIVE AND ACTIONS: Recognizing problems, originality of approach, follow-through, and accountability.											
DECISION MAKING: Promptness, clarity, quality, consideration of all facts, accountability											
WORK ACCOMPLISHMENT: Accomplishment of primary Mission of tasks of functions, timely results											
PROBLEM SOLVING: Analytical ability, resourcefulness, Business acumen, cognizance of cost factors											
COMMUNICATIONS: Oral and written expression, keeping associates informed, maintaining working relationships, conflict resolution											
PLANNING: Anticipating needs of working units, establishing objectives, insuring supplies foresight inventories control											
ORGANIZING AND DELEGATING: Organizing work load, delegating authority, effective and productive communication to staff and subordinates.											
DEVELOPING PEOPLE: Recruitment, selection, orientation Training of staff performance, timely completion of reviews, ensuring non-discriminatory environments for all associates.											

**SECTION III:**

**OVERALL PERFORMANCE:**

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

**CHANGES IN PERFORMANCE SINCE LAST APPRAISAL:**

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. \_\_\_\_\_  
\_\_\_\_\_

**CAREER GROWTH:**

- ( ) Employee is well suited to present responsibilities
- ( ) Employee is ready for promotion to the next available position \_\_\_\_\_
- ( ) Employee should be ready for promotion within the next twelve months.
- ( ) Employee is not ready for promotion at this time.

**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: \_\_\_\_\_