



Performance Appraisal and Development Plan

Employee Name: _____ Date of Evaluation: _____

Job Title: _____ Period of Appraisal: _____
(From) (To)

Job Code: _____ Evaluating Manager: _____
(Signature)

Org. Unit: _____ Reviewed By: _____
(Signature of next level of management)

Product Line/Dept. No: _____

Instructions

Review Guidelines for Salaried/Exempt Employee Performance Appraisal and Development Planning for complete instructions. Manager may attach a list of current job duties and additional pages. Manager should complete all sections.

Section I: Appraise employee's performance by reviewing results achieved relative to objectives which were set at the beginning of the performance appraisal period.

Section II: Appraise skills and functions which relate to the way the employee accomplishes duties and performance objectives

Section III: Discuss and set performance objectives for the next appraisal period.

Section IV: Describe plans for professional development which will help the employee achieve performance objectives, job duties, and career objectives.

I. Appraisal of Results Achieved (List most important objectives first. Circle appropriate performance ratings.)

Objective No. 1: _____

Results Achieved: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Objective No. 2: _____

Results Achieved: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Objective No. 3: _____

Results Achieved: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Objective No. 4: _____

Results Achieved: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Unplanned Achievements/Other Activities _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

II. Appraisal of Performance Skills & Functions

Quantity of Work: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Quality of Work: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Technical Competence or Job Knowledge: _____

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Teamwork: What working relationship has the individual established with fellow employees in the working environment?

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Planning and Organizing: Are assignments approached in an organized fashion? Is there an appreciation of planning activities?

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Communication: Can this individual communicate clearly and concisely with managers, peers, subordinates, and customers? How good is written and oral communication?

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Development of Others: Can this person give effective assistance to others when needed? As a manager or supervisor does this person effectively develop subordinates?

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Overall Performance Appraisal: Circle the rating which best summarizes the employees overall performance. Explain the rating below.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Exceptional

Explanation _____

III. Performance Objectives for Next Appraisal Period

(From _____ To _____)

Objective No. 1: _____

Objective No. 2: _____

Objective No. 3: _____

Objective No. 4: _____

Safety Objective: _____

Affirmative Action: _____

IV. Plans for Professional Development

Employee Review of the Performance Appraisal and Development Plan (Required)

I have reviewed this form and discussed the contents with my manager. My signature means that I have been advised of my performance and does not necessarily imply that I agree with the appraisal or the ratings.

Employee Signature:

Date:

Employee's Comments (Optional)

Any comments the employee wishes to make concerning the appraisal may be written here. Additional comments may be attached on a separate piece of paper. Employee may discuss comments with next level of management.

Employee should sign the completed form and be provided with a copy.