



Performance Appraisal – 2002

Employee's Name: _____ Job Title: _____

Supervisor's Name: _____ Performance Review Date: _____

The following scale should be used in evaluating the employee's performance when compared to the norm of his or her position.

Outstanding: Employee consistently meets, and in many instances exceeds, established standards and desired results

Very Good: Employee consistently meets established standards; sometimes exceeds, and never falls short of desired results

Satisfactory: Employee meets established standards; usually meets and seldom falls short of desired results

Development Needed: Employee meets established standards in some instances but lacks consistency; seldom exceeds and frequently falls short of desired results from time to time.

Work Area	Outstanding	Very Good	Satisfactory	Development Needed	Comments
Performs Job Skills:					
Knowledge of Work:					
Ability to Organize:					
Quality of Work:					
Quantity of Work:					
Communication:					
Teamwork:					
Meets Deadlines:					
Dependability:					
Judgement:					
Attitude:					
Problem Solving:					

Employee Signature

Date

Manager's Signature

Date

Program Manager

Date

Executive Manager

Date

Employee Comments: