

## *Employee Performance Appraisal*

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

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

**Reason for Appraisal:** Annual \_\_\_\_\_ 90 Days \_\_\_\_\_ 6 Months \_\_\_\_\_ Other \_\_\_\_\_

**INSTRUCTIONS:** Appraise work performance as it pertains to the current job requirements. Circle the letter that best describes his or her performance. Add comments when necessary.

**E=Excellent    A=Above Average    S=Satisfactory    D=Decreased Performance    U=Unsatisfactory**

<b>Factor</b>	<b>Rating</b>	<b>Comments</b>
<b>ADHERENCE TO CITY/ DEPARTMENT POLICIES AND PROCEDURES:</b> The extent to which the employee follows rules, procedures, and regulations.	<b>E A S D U</b>	
<b>ATTENDANCE:</b> The extent to which the employee follows rules concerning attendance. (Review Personnel Policies and Procedure Manual/Departmental Policies)	<b>E A S D U</b>	
<b>CREATIVITY:</b> The extent to which the employee suggests useful ideas and discovers new and better ways of accomplishing goals.	<b>E A S D U</b>	
<b>CUSTOMER SERVICE:</b> The extent to which the employee implements the TEAM Hammond Customer Service Program	<b>E A S D U</b>	
<b>DEPENDABILITY:</b> The extent to which the employee can be relied upon to complete a job.	<b>E A S D U</b>	
<b>INDEPENDENCE:</b> The extent to which work is accomplished with little or no supervision.	<b>E A S D U</b>	
<b>INITIATIVE:</b> The extent to which the employee searches out new tasks on his/her and expands abilities professionally and personally seeking out seminars/workshops/certification.	<b>E A S D U</b>	
<b>INTERPERSONAL RELATIONSHIPS:</b> The willingness and ability to communicate, cooperate, and work with co-workers, supervisors, customers and the public to achieve positive results.	<b>E A S D U</b>	
<b>JOB KNOWLEDGE:</b> The extent to which the employee uses information, ability, experience and technical skills to accomplish job duties.	<b>E A S D U</b>	
<b>PRODUCTIVITY:</b> The accuracy, timeliness and amount of work finished in a specific period of time.	<b>E A S D U</b>	
<b>QUALITY:</b> The accuracy, proficiency and attention to detail, given to work completed.	<b>E A S D U</b>	
<b>WORK ETHIC:</b> The extent to which the employee shows high standards for assigned work and commitment to the safety of self and others; the proper handling of City assets including monies, equipment, supplies, confidential information and source documents.	<b>E A S D U</b>	

**Areas that need improvement:**

**Recommendations for Career Development: (School, Seminars, Workshops, etc.)**

**Objectives to be accomplished by next appraisal:**

Rate the overall performance in comparison to the job requirements involved with his/her position.

   **Excellent**       **Above Average**       **Satisfactory**       **Decreased Performance**       **Unsatisfactory**

**Additional Comments:**

I have reviewed the foregoing appraisal and acknowledge that the items and subjects contained herein were discussed with me. I further acknowledge that I have been encouraged to provide any comments or disagreements I may have about this appraisal in writing for attachment to this appraisal and have chosen to do the following:

Provide comments (see attached). \_\_\_\_\_ Not make any further comment. \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Employee Signature                      Date                      Appraiser Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Department Head Signature                      Date                      Reviewed by Personnel Director                      Date