



EMPLOYEE 90-DAY PERFORMANCE APPRAISAL

EMPLOYEE INFORMATION

NAME: _____

DEPARTMENT: _____ POSITION: _____

DATE EVALUATED: _____

LENGTH OF TIME IN CURRENT POSITION: _____

PURPOSE OF THIS PERFORMANCE APPRAISAL

To evaluate employee job performance on certain criteria for a specific time period. Take into consideration past goals and accomplishments as well as areas which need improvement. Discuss future objectives and methods to attain desired performance.

PREPARED BY: NAME: _____ POSITION: _____

REVIEWED BY: (DEPARTMENT HEAD SIGNATURE) _____

SECTION 1 - PERFORMANCE FACTORS

Items one (1) through ten (10) require you to identify consistent behaviors which relate to the characteristic listed and fill in the appropriate rating for each. Examples should be used as much as possible. However, if you rate an employee *Clearly Exceeds* (5) or *Fails to Meet Requirements* (1) on any item, examples must be cited.

<u>Rating</u>	<u>Definition</u>	<u>Explanation</u>
5 =	Clearly Exceeds	Performance is outstanding and far exceeds job requirements.
4 =	Meets and Exceeds	Performance is good and often exceeds job requirements.
3 =	Meets Requirements	Performance is satisfactory and meets job requirements.
2 =	Needs Improvement	Performance is inconsistent and needs improvement.
1 =	Fails to Meet Requirements	Performance is unsatisfactory and fails to meet job requirements.

CATEGORY

RATING

1. **JOB KNOWLEDGE**

Appraise comprehension and retention of job procedures and methods; understanding of responsibilities and scope of duties; utilization of background for job.

Examples: (give specifics)

2. **JOB QUALITY**

Evaluate quality of work performed. Consider accuracy, neatness, skill, thoroughness and consistency in all areas of job performance. Any warranty work or “comebacks”? What was the cost to the operation?

Examples: (give specifics)

3. **JOB QUANTITY /PRODUCTIVITY**

Evaluate how much acceptable work is done. Consider output and workload capacity; general job productivity; ability to accomplish objectives under pressure; effective use of time, billable hours

Examples: (give specifics)

4. **DEPENDABILITY/FOLLOW-THROUGH**

Evaluate the manner in which worker applies self to the work, if jobs are completed on time, and the amount of supervision required to get the desired results. Consider planning, organizing and control of activities to accomplish goals and objectives.

Examples: (give specifics)

5. **COMMUNICATION/EXPRESSION SKILLS**

Evaluate the employee's verbal and written communication skills; consider sentence structure, clarity, grammar and effectiveness of communications.

Examples: (give specifics)

6. **COOPERATION**

Appraise how well employee gets along with co-workers, supervisor and outside contacts. Consider employee's willingness to help others; reaction to criticism; desire and ability to help in crisis situation. Consider how employee meets commitments while working effectively with co-workers and supervisor.

Examples: (give specifics)

CATEGORY

RATING

7.

INITIATIVE

Consider resourcefulness, inquisitiveness and ability to expedite activity. Determine if employee goes beyond job requirements and is a self-starter, i.e. does he try to perform a repair when he is unfamiliar with the job?

Examples: (give specifics)

8.

JUDGMENT

Appraise judgment in situations where discretion is allowed. Consider wisdom of employee's decisions in the absence of detailed instructions.

Examples: (give specifics)

9.

ADAPTABILITY

Assess willingness and ability to work under changing conditions; consider flexibility.

Examples: (give specifics)

10. **ATTENDANCE**

Employee attendance/tardiness records should be reviewed. If there is a problem, list specific dates absent or late and refer to any previous discussions regarding these problems.

Examples: (give specifics)

SECTION II - STRENGTHS, AREAS FOR IMPROVEMENT & OBJECTIVES

In your own words, summarize employee strengths, areas needing improvement and future objectives. Please review ASE Certification attainment records at this time.

Examples: (give specifics)

SECTION III - OVERALL PERFORMANCE RATING

Consider the appropriate weight for each area and indicate the rating that most accurately characterizes the employee's overall performance.

Examples: (give specifics)

SECTION IV - EMPLOYEE COMMENTS

This space is provided for written employee comments. If desired, use the back for additional comments. If the employee declines comments, he/she must sign the form at the time of the performance appraisal discussion acknowledging the appraisal has been conducted.

I have read and discussed this performance appraisal with my supervisor.

Employee Signature

Date

I have met and discussed this performance appraisal with the employee.

Manager's Signature

Date