

Appraisal Period:

XXX-XX-

From: _____

To: _____

Name of Employee _____

Social Security No. _____

**Section #5 PERFORMANCE CATEGORIES
FOR WORKERS AND
WORKING SUPERVISORS**

**FINAL
RATING**

SUPERVISOR'S COMMENTS

At the end of the rating period, use this column to make any general comments on the employee's performance.

(BLUE COLLAR; WHITE COLLAR; REGISTERED PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH & CORRECTIONAL WORKER; FIREFIGHTER; PROFESSIONAL & SCIENTIFIC)

Expectations

Exceeds

Meets

Does Not Meet

Significant Categories are noted by "*"

***QUALITY OF WORK**

Worker

Usually: completes assigned work in accordance with work expectations. For example, work is usually accurate, neat, and/or complete.

1

***QUALITY OF WORK UNIT OUTPUT**

Working Supervisor

Usually: work unit completes assigned work in accordance with work expectations. For example, work unit output is usually accurate, neat, and/or complete.

***QUANTITY & TIMELINESS OF WORK**

Worker

Usually: produces amount of work in accordance with work expectations; completes work on schedule.

2

***QUANTITY & TIMELINESS OF WORK UNIT OUTPUT**

Working Supervisor

Usually: work unit produces amount of work expected; completes work on schedule.

THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY & TIMELINESS

RELIABILITY & INITIATIVE

Usually: accepts responsibility; is flexible and, when requested, adjusts to varying job situations; and/or initiates work independently, as required for the job.

3

RELATIONSHIPS WITH OTHERS

Usually: works well with supervisor, team members, and/or others on assignments; accepts suggestions for improvement; is cordial when serving the public; and/or provides information, help, and/or coverage to others when needed.

4

SAFETY & USE OF EQUIPMENT

Worker

Demonstrates possession and application of the knowledge of safety practices, rules, and procedures of the profession; uses and operates equipment in a safe manner; and maintains tools, equipment and other apparatus, including office related equipment, in a safe and acceptable manner.

5

Working Supervisor

Instructs and monitors subordinates to follow safety rules and regulations.

**PERFORMANCE CATEGORIES
FOR WORKERS AND
WORKING SUPERVISORS**

Exceeds

Meets

Does Not
Meet

SUPERVISOR'S COMMENTS

CHECK ADDITIONAL CATEGORIES BELOW IF APPLY TO EMPLOYEE

<input type="checkbox"/> COMMUNICATION <u>Worker</u> Usually: demonstrates oral and/or writing skills as required for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 <u>Working Supervisor</u> Usually: demonstrates oral and/or writing skills as required for the job; and/or demonstrates open communication by sharing information and encouraging subordinate participation/feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> JOB KNOWLEDGE Usually: demonstrates knowledge of theoretical, practical, and/or routine aspects of present job in accordance with work expectations; works with minimal direction; applies the correct instructions, guidelines, policies, procedures, and rules to assigned work; remains up-to-date on current trends in the profession; offers ideas, concepts, techniques, and/or creative solutions; and/or seeks new approaches to simplify and/or improve procedures, techniques, and processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> PROBLEM SOLVING & DECISION MAKING Usually: identifies and clearly defines problems as they arise; accumulates and analyzes relevant information; uses discretion/judgement to select workable solutions to problems; presents alternative solutions when making recommendations; and/or gets opinions of others, when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> PLANNING, ORGANIZATION, SETTING PRIORITIES Usually: prioritizes assignments satisfactorily to minimize crisis situations; shows foresight to prevent potential problems and works in contingencies when making short- and/or long-term plans; proposes and reviews benchmarks to monitor work progress and makes work plan adjustments as needed; and/or follows up on assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> OTHER (Add, if needed) 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ALSO COMPLETE CATEGORIES BELOW FOR WORKING SUPERVISOR

<input type="checkbox"/> SUPERVISION Usually: monitors work unit progress; provides adequate direction, training, and coaching to staff; takes/recommends the appropriate corrective and/or disciplinary action when needed; provides needed help and/or training for employees with performance problems; encourages career growth for staff members; and/or provides equal opportunity/treatment in all aspects of supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> APPRAISING SUBORDINATES Usually: follows performance appraisal policies, guidelines, and procedures; communicates performance expectations at the beginning of the rating period; oversees and monitors employee performance; and/or rates subordinates (or recommends ratings) objectively, on time, and on work expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	