

Appraisal Period:

From: \_\_\_\_\_

To: \_\_\_\_\_

Name of Employee \_\_\_\_\_

Employee ID \_\_\_\_\_

Section #5 <b>PERFORMANCE CATEGORIES FOR <u>WORKERS</u> AND <u>WORKING SUPERVISORS</u></b>  (BLUE COLLAR; WHITE COLLAR; REGISTERED PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH & CORRECTIONAL WORKER; FIREFIGHTER; PROFESSIONAL & SCIENTIFIC)  Significant Categories are noted by "*"	<b>FINAL RATING</b>		<b>SUPERVISOR'S COMMENTS</b>  At the end of the rating period, use this column to make any general comments on the employee's performance.
	Expectations		
	Meets	Does Not Meet	
<b>*QUALITY OF WORK</b> <u>Worker</u> Usually: completes assigned work in accordance with work expectations. For example, work is usually accurate, neat, and/or complete.  1	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*QUALITY OF WORK UNIT OUTPUT</b> <u>Working Supervisor</u> Usually: work unit completes assigned work in accordance with work expectations. For example, work unit output is usually accurate, neat, and/or complete.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*QUANTITY &amp; TIMELINESS OF WORK</b> <u>Worker</u> Usually: produces amount of work in accordance with work expectations; completes work on schedule.  2	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*QUANTITY &amp; TIMELINESS OF WORK UNIT OUTPUT</b> <u>Working Supervisor</u> Usually: work unit produces amount of work expected; completes work on schedule.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY &amp; TIMELINESS</b>			
<b>RELIABILITY &amp; INITIATIVE</b> Usually: accepts responsibility; is flexible and, when requested, adjusts to varying job situations; and/or initiates work independently, as required for the job.  3	<input type="checkbox"/>	<input type="checkbox"/>	
<b>RELATIONSHIPS WITH OTHERS</b> 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	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SAFETY &amp; USE OF EQUIPMENT</b> <u>Worker</u> 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	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Working Supervisor</u> Instructs and monitors subordinates to follow safety rules and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	

**PERFORMANCE CATEGORIES  
FOR WORKERS AND  
WORKING SUPERVISORS**

Meets

Does Not  
Meet

**SUPERVISOR'S COMMENTS**

**CHECK ADDITIONAL CATEGORIES BELOW IF APPLY TO EMPLOYEE**

**COMMUNICATION**  
Worker  
Usually: demonstrates oral and/or writing skills as required for the job.



6

Working Supervisor  
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.



**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.



7

**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.



8

**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.



9

**OTHER** (Add, if needed)



10

**ALSO COMPLETE CATEGORIES BELOW FOR WORKING SUPERVISOR**

**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.



11

**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.



12