**EMPLOYEE PERFORMANCE APPRAISAL**

**EMPLOYEE:**

**JOB TITLE:**

**DEPARTMENT:**

**SUPERVISOR:**

**PERIOD OF EVALUATION:**

**FROM:**

**TO:**

**PART I – INSTRUCTIONS**

This evaluation form lists the criteria and competencies against which you must rank the employee. MLIB considers these performance factors to be critical to the success of personal, departmental, and company goals.

The criteria listed in this evaluation should accurately reflect the employee’s overall performance as it relates to the duties/expectations set forth in his or her job description.

Rate the employee in each section of this form according to the table below. Be sure to add comments, thoughts, and observations are important to the evaluation process.

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| **EXCELLENT** – Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role. |
| **EXCEEDS EXPECTATIONS** – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job roles. |
| **MEETS EXPECTATIONS** – Performs job duties at a satisfactory level according to job description, under normal supervision and direction. |
| **NEEDS IMPROVEMENT** – Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements. |
| **UNACCEPTABLE** – Consistently fails to meet job duties and expectations; performs at a level demonstrably below corporate requirements; improvement required immediately to maintain employment. |

**PART II – JOB CRITERIA**

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| **ABILITIES, KNWOLEDGE AND SKILLS** |
| The degree to which the employee exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so. |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **QUALITY OF WORK** |
| Does the employee complete his/her work with the expected degree of quality? Is the employee attentive to detail, and actively seeks out and corrects quality control issues? Take into account accuracy of work, neatness, and adherence to standards. |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **QUANTITY OF WORK** |
| Does the employee complete his/her fair share of the assigned work load? Are deadlines met consistently? Also consider how well the employee manages his/her time, and how well he/she manages simultaneous or conflicting priorities. |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **ATTITUDE** |
| Does the employee display a positive and cooperative attitude about his/her job role, assigned work, and the organization? Are working relationships built and maintained by this employee? Is he/she open-minded and accepting of constructive feedback by peers? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **COMMUNICATION SKILLS** |
| Does the employee communicate clearly and effectively within his/her role? Does the employee clearly express himself/herself both orally and in writing? Does the employee listen well and respond appropriately? Are written and verbal reports clear and accurate? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

**PART III – BEHAVIORAL CHARACTERISTICS**

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| **COOPRERATION** |
| Does the employee work well with peers and supervisors? Does the employee willingly contribute to the success of the team or department? Does the employee exhibit consideration for others; a willingness to help; maintain a rapport with co-workers? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **RELIABILITY** |
| Does the employee follow through on commitments and job duties consistently? Does the employee accept accountability for his/her work? Does the employee properly follow instructions, directives and procedures? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **INITIATIVE** |
| Does the employee actively seek out and assume additional responsibilities, without being asked to do so? Does the employee demonstrate an ability to encourage and/or inspire others? Does the employee recognize and act upon new opportunities? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **ATTENDANCE AND PUNCTUALITY** |
| Consider the extent to which the employee is late on assigned working days; the extent to which the employee departs early on assigned working days; and the extent to which the employee is sick or absent, all within the context of organizational policies. |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **JUDGEMENT AND ANALYSIS** |
| How well does the employee effectively analyze and solve problems? Does the employee clearly use sound judgement to do so? Is the employee decisive? Does the employee act on decisions in a timely manner? Does the employee successfully overcome obstacles? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **ADAPTABILITY** |
| How well does the employee adjust to new directives, procedures, duties, supervisors, or working environments? Does the employee accept new ideas with relative ease? Does the employee suggest new methods and approaches to work? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

**PART IV – SUPERVISORY CRITERIA**

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| **LEADERSHIP** |
| Does the employee consistently demonstrate his/her ability to lead others? Does the employee motivate others to perform better? Does the employee have the respect of his/her work group? Also consider the ability to direct others towards a common goal. |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **ORGANIZATIONAL AND PLANNING ABILITIES** |
| How well does the employee plan and organize work duties? Does the employee coordinate well with other workers and departments? Does the employee establish proprieties appropriately; anticipate future needs? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **TASK DELEGATION** |
| How well does the employee oversee the work and direction of subordinates? Are duties assigned appropriately? Does the employee select the right kind of staff as appropriate to the task at hand? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **ADMINISTRATIVE SKILL** |
| To what extent does the employee manage day-to-day administrative duties? Does the employee ensure that organizational policies are adhered to? Does the employee make the appropriate utilization of company budget, equipment and resources? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

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| **STAFF MANAGEMENT** |
| Is the employee a positive role model for peers and/or subordinates? Does the employee provide constructive guidance and feedback to others? Does the employee assist other workers in accomplishing their own goals, duties, objectives? |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

**PART V – GOAL COMPLETION**

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| **GOALS** | |
| List and discuss the goals set forth for this employee during the period under review. Identify those areas of responsibility where the employee did/did not meet performance goals and/or project milestones. Evaluate the progress made by the employee on predetermined goals, projects, job duties, and special assignments by selecting the appropriate box below each goal listed. | |
| **Goal #1: REVIEW PERIOD** | |
| **Goal #1: OUTCOME** | |
| **Satisfactory Progress** | **Unsatisfactory Progress** |
| **Goal #2: REVIEW PERIOD** | |
| **Goal #2: OUTCOME** | |
| **Satisfactory Progress** | **Unsatisfactory Progress** |
| **Goal #3: REVIEW PERIOD** | |
| **Goal #3: OUTCOME** | |
| **Satisfactory Progress** | **Unsatisfactory Progress** |

**PART VI – OVERALL PERFORMANCE**

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| **OVERALL ASSESSMENT** |
| Use this space to specify the employee’s overall job performance. The overall rating should reflect and take into account job criteria, behavioral, supervisory, and goal completion ranking. |
| **□EXCELLENT □EXCEEDS EXPECTATIONS  □MEETS EXPECTATIONS □NEEDS IMPROVEMENT**  **□UNACCEPTABLE** |
| Comments: |

**Supervisor Signature:**

**Date:**

**PART VII – EMPLOYEE SIGNOFF**

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| I have been advised of my performance rankings. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications, the consequences of failing to improve my performance. My own comments are as follows: |
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**Employee Signature:**

**Date:**