

sample form

Performance appraisal form

Name of employee _____ Position _____

Date of employment _____ How long in present position: Years _____ Months _____

Attendance record

Number of days absent this year _____ Approved days _____ Unauthorized days _____

Number of days absent last year _____ Approved days _____ Unauthorized days _____

Number of days late this year _____ Number of days late last year _____

Attendance is: Excellent Good Poor

List the most essential job responsibilities in order of priority. (Refer to job description.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Work performance

In the following five sections, rate the staff member's job performance.

Quality of work

- 1—Consistently produces extremely neat and accurate work. Requires minimum supervision.
- 2—Work is very neat and accurate. Requires little supervision.
- 3—Quality of work is good. Makes few mistakes.
- 4—Produces work that is passable, although quality needs improvement.
- 5—Makes frequent errors; frequently produces work that is not acceptable.

Comments: _____

Quantity of work

- 1—Superior work production record. Frequently completes job ahead of schedule.
- 2—Very good producer. Meets schedules on all assignments. Does more than required.
- 3—Volume of work is satisfactory. Most assignments are completed on time.
- 4—Requires close supervision in order to complete assignment on time.
- 5—Very slow. Seldom completes assignments in required time.

Comments: _____

Job knowledge

- 1—Understands all phases of work. Has complete mastery of duties and carries them out skillfully.
- 2—Has very good knowledge of job functions and performs them well.
- 3—Understands most job functions. Requires minimum supervision.
- 4—Shows understanding of job but requires help and instruction in some phases of work.
- 5—Lacks sufficient understanding of job functions to perform duties effectively.

Comments: _____

How To ...

Staff relations

- 1—Goes out of way to be cooperative and provide assistance. Works exceptionally well with others.
- 2—Is willing to provide assistance. Alert to needs of others. Quick to respond.
- 3—Works well with others and takes direction. Cooperative.
- 4—Usually cooperative. May occasionally have problems in this area.
- 5—Poor attitude. Unfriendly and uncooperative in contacts with others.

Comments: _____

Patient/client relations

- 1—Extremely good in dealing with people. Goes out of the way to be helpful and courteous.
- 2—Consistently very good with patients. Leaves them with a good feeling towards the office.
- 3—Deals effectively with patients.
- 4—Attitude and behavior not consistently effective.
- 5—Frequently rude or blunt. Lacks tact.

Comments: _____

List:

A. Four essential items that the employee is doing well:

B. Four essential items in need of improvement:

Employee action plan

What can the employee can do to help himself or herself? (List what, how, and by when.)

Employer action plan

What can the employer do to help the employee? (List what, how, and by when.)

List staff member's comments on the performance appraisal or any other job-related matter:

Interviewer's comments: _____

Interviewer's signature _____ Date _____

I acknowledge that the above items have been presented and discussed with me.

Employee's signature _____ Date _____

cc: Employee
Employee's Personnel File