



# Management / Confidential Annual Performance Appraisal

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	
<b>DEPARTMENT</b>	<b>PERIOD FROM</b>	<b>PERIOD TO</b>

<p><b>FACTORS</b> Evaluate the employee on the job now being performed based on the report period. Check (x) the rating category which most nearly describes your overall judgment for each of the job factors</p>	<p><b>DEFINITION OF RATINGS</b>  <b>EXCELLENT</b> = Distinctly and consistently outstanding. <b>(written explanation required)</b>  <b>SUPERIOR</b> = Definitely above the norm.  <b>SATISFACTORY</b> = Meets basic requirements.  <b>FAIR</b> = Need for improvement. <b>(written explanation required)</b>  <b>UNSATISFACTORY</b> = Definitely inadequate. <b>(written explanation required)</b></p>
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<p><b>QUALITY OF WORK:</b> Thoroughness, accuracy and appearance of work, regardless of volume</p>	<p>RATING: EXPLANATION: SUGGESTIONS FOR IMPROVEMENT:</p>
<p><b>QUANTITY OF WORK:</b> The amount of work produced under normal conditions, disregarding errors, and giving full consideration to contributions in all official areas.</p>	<p>RATING: EXPLANATION: SUGGESTIONS FOR IMPROVEMENT:</p>
<p><b>DEPENDABILITY:</b> The ability to do assigned tasks on schedule under normal circumstances with a minimum of supervision. Unauthorized absence should be considered as it affects dependability.</p>	<p>RATING: EXPLANATION: SUGGESTIONS FOR IMPROVEMENT:</p>
<p><b>ABILITY TO DEAL WITH PEOPLE:</b> Relationships with staff and the public; cooperativeness</p>	<p>RATING: EXPLANATION: SUGGESTIONS FOR IMPROVEMENT:</p>
<p><b>SUPERVISORY ABILITY: (if applicable)</b> The ability to delegate authority and accomplish assigned tasks through subordinates.</p>	<p>RATING: EXPLANATION: SUGGESTIONS FOR IMPROVEMENT:</p>

<b>RATED BY</b>	Signature	Title	Date
<b>REVIEWED BY</b>	Signature	Title	Date
<b>EMPLOYEE</b>	Signature	Title	Date

**NOTE TO EMPLOYEE:** Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating. The supervisor must give the employee a copy of the rating at the time the employee signs it. Should any subsequent change be made, all copies must be revised, and the change must be initialed by the employee