

APPENDIX C

EMPLOYEE EVALUATION FORM

**EMPLOYEE & SUPERVISORY PERFORMANCE APPRAISAL
(COMPLETE IN INK – PERMANENT RECORD)**

Date of Evaluation: _____

Employee Name:

(last)

(first)

(middle initial)

S.S. # _____ **Job Title:** _____

Period of Employment Covered: From _____ **To:** _____

GENERAL FACTORS	CIRCLE APPLICABLE SCORE [DO NOT EVALUATE ITEMS CHECKED]								
1. Attendance	4	5	6	7	8	9	1	2	3
2. Punctuality	4	5	6	7	8	9	1	2	3
3. Safety	4	5	6	7	8	9	1	2	3
4. Cooperation And Teamwork	4	5	6	7	8	9	1	2	3
5. Attitude Toward Work	4	5	6	7	8	9	1	2	3
6. Attitude Toward Supervision	4	5	6	7	8	9	1	2	3
7. Following Policies And Procedures	4	5	6	7	8	9	1	2	3
8. Initiative Working Without Supervision	4	5	6	7	8	9	1	2	3
9. Communication - Internal	4	5	6	7	8	9	1	2	3
10. Communication - External	4	5	6	7	8	9	1	2	3

GENERAL FACTORS	CIRCLE APPLICABLE SCORE [DO NOT EVALUATE ITEMS CHECKED]										
11. Communication - Written		4	5	6	7	8	9	1	2	3	
12. Adaptability to Change		4	5	6	7	8	9	1	2	3	
13. Professional Development		4	5	6	7	8	9	1	2	3	
14. Dealing With The Public		4	5	6	7	8	9	1	2	3	
15. Level of Job/skill & Knowledge		4	5	6	7	8	9	1	2	3	
16. Utilizing Job Skill & Knowledge			5	6	7	8	9	1	2	3	4
17. Appearance			5	6	7	8	9	1	2	3	4
18. Care & Use of Facilities & Equipment			5	6	7	8	9	1	2	3	4
19. Ability to Plan & Organize			5	6	7	8	9	1	2	3	4
20. Problem Solving			5	6	7	8	9	1	2	3	4
21. Effectiveness under Pressure/stress			5	6	7	8	9	1	2	3	4
22. Decision Making			5	6	7	8	9	1	2	3	4
23. Creativity			5	6	7	8	9	1	2	3	4
24. Meeting Objectives/getting Results			5	6	7	8	9	1	2	3	4
25. Time Management			5	6	7	8	9	1	2	3	4

TOTAL FACTOR RATING SCORE _____

REMARKS/SUMMARY OF APPRAISAL

Describe incidents and events (both positive and negative) which contributed to the ratings given above.
Describe any steps that can be taken by the employee to improve performance.

RECOMMENDATION

The appraiser recommends that the evaluated employee receive a merit increase of _____ % based on the employee having received total factor rating score of _____.

MERIT INCREASES

Merit increases are granted based upon the following schedule:

TOTAL FACTOR RATING SCORE	PERCENTAGE SALARY INCREASE
Greater than 1 but not greater than 2	1 %
Greater than 2 but not greater than 3	1.5 %
Greater than 3 but not greater than 4	2 %
Greater than 4 but not greater than 5	2.5 %
Greater than 5 but not greater than 6	3 %
Greater than 6 but not greater than 7	3.5%
Greater than 7 but not greater than 8	4%
Greater than 8	5%

APPRAISER:

DATE:

Signature

EMPLOYEE:

DATE:

Signature

EMPLOYEE COMMENTS: _____

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