



**Performance Appraisal Classified**

EMPLOYEE'S NAME: \_\_\_\_\_ EMPLOYEE'S TITLE: \_\_\_\_\_ EVALUATION PERIOD: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Performance Factors	Performance Expectations: Comments and/or Examples	Rating
1. QUALITY OF WORK  Competence, accuracy neatness, thoroughness.		Outstanding
		Exceeds Expectations
		Satisfactory
		Needs Improvement
		Unsatisfactory
2. QUANTITY OF WORK  Use of time, volume of work accomplished, ability to meet schedules, and productivity levels.		Outstanding
		Exceeds Expectations
		Satisfactory
		Needs Improvement
		Unsatisfactory
3. JOB KNOWLEDGE  Degree of technical knowledge, understanding of job procedures and methods.		Outstanding
		Exceeds Expectations
		Satisfactory
		Needs Improvement
		Unsatisfactory

<p>4. WORKING RELATIONSHIPS</p> <p>Cooperation and ability to work with supervisor, co-workers, students and clients served.</p>		Outstanding
		Exceeds Expectations
		Satisfactory
		Needs Improvement
		Unsatisfactory
<p>5. SUPERVISORY SKILLS</p> <p>Training and directing subordinates, delegation, evaluating subordinates, planning and organizing work, problem solving, decision making ability, ability to communicate.</p>		Outstanding
		Exceeds Expectations
		Satisfactory
		Needs Improvement
		Unsatisfactory
<p>6. OPTIONAL FACTOR</p>		Outstanding
		Exceeds Expectations
		Satisfactory
		Needs Improvement
		UnSatisfactory

(OVER)

SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)

RECOMMENDED AREAS (Attach additional sheets if necessary)

ATTENDANCE (supervisor's comments)

RATER'S NAME (print or type)	RATER'S TITLE	RATER'S SIGNATURE	DATE RATED
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EMPLOYEE'S COMMENTS: Your comments may include specific statements to the effect you disagree with the evaluation and why. If you wish to discuss any part of the evaluation with the Director of Human Resources, in confidence, please call for an appointment.

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me: it does not necessarily indicate that I agree with the evaluation.	EMPLOYEE'S SIGNATURE	DATE SIGNED
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REVIEWER'S COMMENTS:

REVIEWER'S NAME (print or type)	REVIEWER'S TITLE	REVIEWER'S SIGNATURE	DATE REVIEWED
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