

PERFORMANCE APPRAISAL

Performance appraisal forms should be given to the employee three days before the actual appraisal meeting is scheduled. The employee will complete and bring it to the meeting.

Employee's name: _____

Position/title: _____

Date of hire: _____ Date of evaluation: _____

Type of evaluation: Probation Annual Other

The objective of a performance evaluation is to provide an opportunity for the employee and his/her supervisor to review the employee's performance, to examine both strengths and weaknesses, and to discuss future goals and development strategies.

I have read and understood this appraisal:

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Supervisor's position: _____

PERFORMANCE APPRAISAL — Continued

FACTORS	DESCRIPTION	RATING				
		1.	2.	3.	4.	5.
Reliability	Punctuality and attendance	[]	[]	[]	[]	[]
Knowledge of job	Understands responsibilities and duties related to the position	[]	[]	[]	[]	[]
Skill level	Level at which the employee is currently working	[]	[]	[]	[]	[]
Productivity	Quality of work: accuracy, presentation Quantity of work: speed and efficiency; working to set standards within time limits	[]	[]	[]	[]	[]
Organizational ability	Establishes appropriate priorities in completing workload and is able to adjust those priorities when necessary	[]	[]	[]	[]	[]
Working relationships	With peers, associates, managers Willingness and ability to work with others to ensure work is completed	[]	[]	[]	[]	[]
Food handling/sanitation/safety	Follows proper food handling and safety procedures	[]	[]	[]	[]	[]
Personal care	Grooming, dress, health, cleanliness	[]	[]	[]	[]	[]

Rating Scale

1. Unsatisfactory performance (below the acceptable standard)
2. Needs improvement (not performing at the level demanded by the position)
3. Average performance (working at the acceptable standard for the position)
4. Above-average performance (excellent command of the position; skill level above standard)
5. Exceptional performance (outstanding performance and delivery of all aspects of the position)

PERFORMANCE APPRAISAL — Continued

COMMENTS

Employee's best qualities:

In what areas can improvement be made?

GOALS

Steps that will be taken to achieve these goals:

- 1.
- 2.
- 3.

OVERALL PERFORMANCE RATING (Check one item only)

- | | |
|-------------------|-----|
| Unsatisfactory | [] |
| Needs improvement | [] |
| Average | [] |
| Above average | [] |
| Exceptional | [] |