

# Performance Appraisal with Seven-Point Rating Scale

## EMPLOYEE PERFORMANCE REVIEW

Name: \_\_\_\_\_ Appraisal date: \_\_\_\_\_

Position title: \_\_\_\_\_

Department or Division: \_\_\_\_\_

### Section I

The intent of this form is to review job-related abilities for developmental and appraisal purposes. Please complete this form as thoroughly as possible, citing specific examples whenever possible. Reference should be made to the Employee Performance Appraisal Manual for guidance in the completion of this form.

1. Describe this individual's key strengths.

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2. Identify major areas requiring performance improvement.

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### Section II

#### PERFORMANCE APPRAISAL FACTOR RATINGS

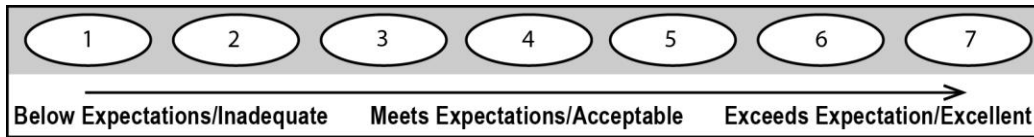
Describe the employee's performance relative to the factors stated below, including specific examples where possible. The employee's performance must be evaluated in narrative form on all of the factors and accompanied by a rating of performance level. To assist you in developing your rating of performance level, please refer to the definition of performance indicators listed on the back of this appraisal form.

#### A. LEVEL OF PERFORMANCE

**QUALITY OF WORK**--Consider such factors as planning ability, accuracy, and timeliness.

1	2	3	4	5	6	7
Below Expectations/Inadequate			Meets Expectations/Acceptable		Exceeds Expectation/Excellent	

**QUANTITY OF WORK**--Consider such factors as speed and consistency of output and time utilization.



**RELATIONSHIPS WITH OTHERS**--Consider such factors as interpersonal skills, leadership qualities, communication skills, and cooperation.

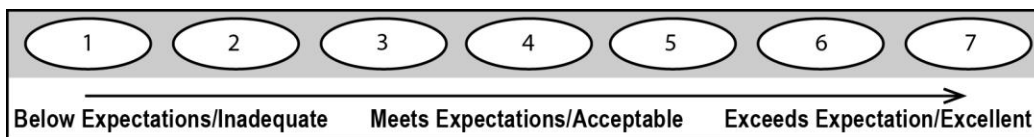


**B. LEVEL OF PERFORMANCE**

**INITIATIVE AND SELF-RELIANCE**--Consider such factors as extent of supervision required, sound judgment exercised, and ability to make mature decisions.



**DEPENDABILITY**--Consider such factors as commitment to the organization, punctuality, and ability to meet deadlines and see projects through to completion.



**ATTAINMENT OF GOALS**--Consider factors that were identified as goals to be accomplished during this review period.



**OVERALL PERFORMANCE RATING** (average of factors) \_\_\_\_\_

**APPRAISED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
TITLE

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

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## DEFINITIONS

### Performance Rating Indicators

- #7 -- An individual who consistently exceeds all major requirements and who demonstrates outstanding achievements and is recognized as an innovative leader in his/her field.
- #6 -- An individual who often exceeds the high standards for and demonstrates achievements above those normally expected for the position and who is recognized as a performer whose quality and quantity of work is in excess of the requirements for this position.
- #5 -- An individual who meets the high standards of performance expected for this position and who is recognized as functioning at the level of a fully effective and qualified employee.
- #4 -- An individual whose job performance skills are developing towards the high standards of performance expected for this position. A development plan should now be established to encourage a change in rating within 18 months.
- #3 -- An individual whose performance is not consistently at an acceptable level. This individual needs to modify his/her work habits to consistently meet the acceptable standards for the position.
- #2 -- An individual whose performance is not acceptable. Sustained performance at this level will result in termination or demotion and will not result in a salary increase. Further evaluation must be conducted by the end of a three-month period.
- #1 -- An individual who has been in his/her current position for less than six months and whose job performance cannot presently be appraised accurately. A performance appraisal must be completed on this individual within six months of this evaluation or next annual review period, whichever comes first.