



**PERFORMANCE APPRAISAL  
(NON-EXEMPT EMPLOYEE)**

<b>EMPLOYEE'S NAME:</b>			
<b>DEPARTMENT:</b>		<b>TITLE:</b>	
<b>TIME IN PRESENT POSITION:</b>		<b>YEARS</b>	<b>MONTHS</b>
<b>TIME AT COMPANY:</b>		<b>YEARS</b>	<b>MONTHS</b>
<b>DATE OF APPRAISAL:</b>		<b>DATE OF LAST APPRAISAL:</b>	

PERFORMANCE RATING DEFINITIONS	
<b>O = Outstanding</b> (Performance is excellent and consistently far exceeds requirements of the position)	
<b>V = Very Good</b> (Performance is of high quality and usually exceeds requirements of the position)	
<b>S = Satisfactory</b> (Performance is dependable and meets requirements of the position; may exceed requirements at times)	
<b>F = Fair</b> (Performance generally meets minimum requirements of the positions; needs improvement)	
<b>U = Unsatisfactory</b> (Performance falls below requirements of the positions; immediate improvement is required)	

PART 1 - GENERAL FACTORS		
QUALITY OF WORK	RATING	COMMENTS
The adequacy of the employee's skills. The accuracy, thoroughness and presentation of the work the employee produces. The extent to which the employee's work is free from errors. How well the employee answers work-related questions. How well the employee makes necessary and timely decisions that are practicable and workable. The degree to which the employee works independently.		
QUANTITY OF WORK	RATING	COMMENTS
The adequacy of the employee's output of work. The volume of work the employee performs under normal/extraordinary conditions.		
DEPENDABILITY/RELIABILITY	RATING	COMMENTS
The extent to which the employee can be depended upon to be available for work and to complete work properly and on time/meet deadlines. The extent to which the employee complies with policies and procedures regarding leave and attendance. Consider time spent away from work, in idle conversation, etc.		
COOPERATION/ATTITUDE	RATING	COMMENTS
Consider the degree to which the employee works harmoniously with co-workers and with supervisors/managers. How well does the employee accept constructive criticism, new ideas and suggestions? Consider the extent to which the employee willingly assumes difficult assignments and works against tight deadlines. Whether the employee consistently has a positive attitude and shows interest and enthusiasm toward his or her work and the Company.		
CLIENT SERVICE	RATING	COMMENTS
The extent to which the employee is responsive to client needs and requests. The employee's tactfulness and diplomacy when interacting with clients. Whether the employee effectively manages client expectations. Consider how the employee has handled difficult situations with clients.		

**PART 2 – ACHIEVEMENT OF PRIOR GOALS**

(DISREGARD IF FIRST APPRAISAL)

REFER TO PRIOR APPRAISAL. LIST EACH GOAL THAT WAS SET AND INDICATE WHETHER THE EMPLOYEE ACHIEVED, FAILED TO ACHIEVE OR EXVEEDED THE GOAL. EXPLAIN IN DETAIL (USING ADDITIONAL SHEETS IF NECESSARY) ANY SITUATIONS OR CONDITIONS THAT MAY HAVE AFFECTED THE ATTAINMENT OF THE GOAL(S)

PRIOR GOAL 1	COMMENTS
PRIOR GOAL 2	COMMENTS
PRIOR GOAL 3	COMMENTS

**PART 3 – NEW GOALS**

LIST ONE TO THREE GOALS TO BE ATTAINED BY THE EMPLOYEE BEFORE THE NEXT REVIEW. INDICATE PREPARATION AND TRAINING NECESSARY TO ATTAIN THESE GOALS AND PROJECTED COMPLETION DATES.

**NEW GOAL 1**


**NEW GOAL 2**


**NEW GOAL 3**


**PART 4 - SIGNATURES**

**APPRAISER**

I HAVE MET WITH THE ABOVE-NAMED EMPLOYEE AND HAVE DISCUSSED WITH HIM OR HER ALL ITEMS REVIEWED ON THIS FORM.

**APPRAISER SIGNATURE:**

**EMPLOYEE**

I HAVE READ THIS APPRAISAL AND HAVE DISCUSSED ITS CONTENTS WITH THE APPRAISER. I WISH TO MAKE THE FOLLOWING COMMENTS:


**EMPLOYEE'S SIGNATURE:**

**DATE:**

I REALIZE THAT MY SIGNATURE DOES NOT IMPLY THAT I AM IN AGREEMENT WITH THE APPRAISAL

**HUMAN RESOURCES**

THE APPRAISER HAS DISCUSSED ALL ITEMS ON THIS FORMA WITH THE EMPLOYEE. THE EMPLOYEE HAS DISCUSSED THE CONTENTS OF THE APPRAISAL WITH THE APPRAISER, AND HAS BEEN GIVEN AN OPPORTUNITY TO PROVIDE COMMENTS.

**HR REP SIGNATURE:**

**DATE:**



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