

# Town of Merrimac Employee Performance Appraisal

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_

## **STEP 1 SUMMARY EVALUATION FOR THE REVIEW PERIOD**

Please comment on the employee's overall job performance. Comments should include areas of needed improvement and ways in which the employee can improve his / her job performance.

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## **STEP 2 EVALUATION OF THE PREVIOUS REVIEW PERIOD**

Check the measurement indicator for each criterion and, if necessary, comment on the employee's performance at the end of each performance subject. If the employee's performance needs improvement, include what the acceptable level of performance is and how the employee may reach that level. For the first evaluation, the review period will be for the previous 12 months. For employees who have not yet worked 12 months, the review will be from their starting date to the present.

### **RATING**

### **DESCRIPTION**

⊖ Outstanding

Performance consistently exceeds that of experienced and qualified individuals in this position. **Performance consistently exceeds all exceptional standards.**

⊖ Above Average

Performance **exceeds** that expected of experienced and qualified individuals in this position. **Performance always meets and often exceeds standards.**

⊖ Satisfactory

Performance is at the **level expected** of experienced and qualified individuals in this position. Performance **meets all standards**. The employee is considered to be "fully competent."

⊖ Below Average

Performance in a majority of areas is below the **level expected** of experienced and qualified individuals in this position. **Performance meets most standards**, but falls short of some.

⊖ Unsatisfactory

Overall performance is **significantly poorer** than expected of experienced and qualified individuals in this position. **Performance is unsatisfactory.**

**Job Knowledge:**

1. How would you rate the employee's understanding of department rules, procedures, workflow, policies and operations?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

2. What is the employee's understanding of his or her own job responsibilities and how those responsibilities fit into department operations?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

3. How did the employee perform in terms of acquiring and maintaining the skills and knowledge required for the position?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Quality of Work:**

4. How would you describe the employee's organizational skills, i.e. ability to pace workflow and schedule time; timeliness of work?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

5. How would you rate the quality of the employee's work in terms of general appearance of finished work products, i.e. neatness?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

6. How would you rate the quality of the employee's work in terms of accuracy, i.e. number of errors and corrections?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

7. How would you rate the quality of the employee's work in terms of degree of thoroughness applied to tasks, i.e. ability to follow through to completion?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

8. How would you describe the employee's ability to accept and understand criticism and take appropriate action to correct and improve performance?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Quantity of Work:**

9. How would you describe the employee's production of the appropriate volume of work base on office standards?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

10. Rate the employee's ability to meet deadlines in a timely manner.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

11. What is the employee's ability to immediately resume work on one task after being interrupted to perform another task?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dependability:**

12. How would you describe the employee's attendance level?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

13. How would you describe the employee's punctuality?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

14. How would you rate the employee's willingness to take on extra work when required by circumstances?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

15. Does the employee demonstrate a commitment to his or her work?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

16. Does the employee consistently give his or her best effort from one job to another both during normal times and emergencies?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interpersonal Skills and Customer Service:**

17. How would you rate the employee's ability to interact with the public?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

18. How would you rate the employee's ability to interact with fellow employees?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

19. Does the employee contribute to a positive working environment?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Judgment:**

20. Describe the employee's ability to identify the appropriate circumstances which to make a decision.

- Outstanding
- Above Average
- Satisfactory
- Below Average

Unsatisfactory

21. Describe the employee's willingness to make effective decisions and to keep supervisor adequately informed.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

22. Describe the employee's ability to make appropriate decisions.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Communication:**

23. Describe the employee's ability to communicate, both verbally and in writing.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

24. Describe the employee's ability to communicate with his or her supervisor and keep the supervisor well informed.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

25. How would you rate the employee's listening skills, i.e. the employee's ability to understand instructions?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_

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**Initiative and Supervision:**

26. Describe the employee's ability to work well independently, i.e. the ability to work without constant supervision.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

27. How would you describe the employee's self-motivation?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

28. How does the employee perform with regard to planning and organizing work, and achieving goals within scheduled time and fiscal limits?

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

29. If applicable, rate the employee's success in gaining cooperation and a high level of performance from employees supervised.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

30. If applicable, rate the employee's ability to motivate employees he or she supervises.

- Outstanding
- Above Average
- Satisfactory
- Below Average
- Unsatisfactory

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STEP 3 EMPLOYEE DEVELOPMENT**

Outline any goals / tasks / projects that the employee and supervisor set for the coming year. Employees and supervisors should agree on goals that are clearly stated, comfortable and attainable for the employee.

<b>GOAL / TASK / PROJECT</b>	<b>Target Date for Completion</b>	<b>Date of Actual Completion</b>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 4 EMPLOYEE COMMENTS**

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## **STEP 5 SIGNATURES**

\_\_\_\_\_  
Supervisor/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

A copy of the completed Performance Appraisal Form must be sent to the Personnel Department so that it may be filed in the employee's personnel file.