

# PERFORMANCE APPRAISAL

## Hancock County, Indiana an Equal Opportunity Employer

Name \_\_\_\_\_ Office/Department \_\_\_\_\_

Job title \_\_\_\_\_ Employee payroll # \_\_\_\_\_

Reason for review: ☐ Merit ☐ Promotion ☐ Unsatisfactory performance  
☐ End of introductory period ☐ Annual review ☐ Other

Began present position \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Last appraisal \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Scheduled appraisal \_\_\_\_ / \_\_\_\_ / \_\_\_\_

● **Instructions:** Carefully evaluate employee's work performance in relation to essential functions of the job as stated in the job description. Check the appropriate *Rating* box, assign points within the *Scale* for that rating, and write that number in the corresponding *Points* box. Points will be totaled and averaged for an overall performance score. *Add pages as needed for comments.*

### Definitions of Performance Ratings

**O - Outstanding** Performance is exceptional and recognizable as being far superior to others.

**I - Improvement needed** Performance is deficient in certain areas. Improvement is necessary.

**V - Very Good** Results clearly exceed most position requirements. Performance is of high quality and is achieved consistently.

**U - Unsatisfactory** Results are generally unacceptable & require immediate improvement.

**G - Good** Competent, dependable performance. Understands performance standards of the job.

**N/A - Not Applicable** or too soon to rate.

### General Factors

### Performance Rating/Scale

1. **Quality** - Extent to which employee's work is accurate, thorough & neat.

N/A

O  
90-100

V  
80-89

G  
70-79

I  
60-69

U  
below 60

Points  
☐

*Supportive Detail/Comments*

2. **Productivity** - Extent to which employee efficiently produces a significant volume of work in a specified time period.

N/A

O  
90-100

V  
80-89

G  
70-79

I  
60-69

U  
below 60

Points  
☐

*Supportive Detail/Comments*



General Factors		Performance Rating/Scale					
<b>3. Reliability</b> - Extent to which employee can be relied upon regarding completion & follow-up.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
<b>4. Attendance</b> - Extent to which employee is punctual, observes prescribed meal/ break periods & has an acceptable overall attendance record.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i> Absences: Number of days							
<b>5. Independence</b> - Extent to which employee performs work with little or no supervision.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
<b>6. Knowledge</b> - Extent to which employee possesses practical/technical knowledge required on the job.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
<b>7. Creativity</b> - Extent to which employee proposes ideas & finds new, better ways of doing things.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							



General Factors		Performance Rating/Scale					
8. <i>Initiative</i> - Extent to which employee seeks new assignments & assumes additional duties as needed or time allows.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
9. <i>Adherence to Policy</i> - Extent to which employee adheres to safety & conduct rules, other regulations, & general policies.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
10. <i>Interpersonal Relationships</i> - Extent to which employee is willing & demonstrates ability to cooperate, work & communicate with co-workers, supervisors, subordinates, &/or outside contacts.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
11. <i>Judgment</i> - Extent to which employee demonstrates proper judgment & decision-making skills when necessary.	N/A	O 90-100	V 80-89	G 70-79	I 60-69	U below 60	Points <input type="checkbox"/>
<i>Supportive Detail/Comments</i>							
Rate employee's overall performance regarding position duties and responsibilities.		O 90-100	V 80-89	G 70-79	I 60-69	U below 60	
Total Points <input type="checkbox"/> ÷ number of factors rated <input type="checkbox"/> = Average Score <input type="checkbox"/> = Overall Rating							



Complete all of the following sections:

1. Accomplishments or new abilities demonstrated since last review:
2. Specific areas needing improvement:
3. Recommendations for professional development (seminars, training, etc.):
4. Status of employee's probationary period (if applicable):
  - ☐ Employee satisfactorily completed probationary period.
  - ☐ Employee's probationary period shall be extended for ☐ days.

### Employee Comments

The employee may add any comments in this space. If the employee wishes to add a separate page of comments, *attach it to this evaluation form.*

#### Employee Certification

I certify that this report has been discussed with me, and I understand my signature does not necessarily indicate agreement. I may write a separate response to any and all points and attach it to this report.

Employee's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Discussed with employee \_\_\_\_/\_\_\_\_/\_\_\_\_ Follow-up desired? ☐ yes ☐ no Follow-up date \_\_\_\_/\_\_\_\_/\_\_\_\_

Evaluator's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name printed \_\_\_\_\_ Title \_\_\_\_\_