

Performance Development System

Annual Performance Review Form

Section I. Employee Information

Name: _____ ID #: _____ Date: _____

Department: _____ Job Title: _____

Supervisor: _____

Length of Service: _____ Time in Current Position: _____

Section II. Overall Performance Rating Categories

The Overall Performance Rating is the total of the individual performance area scores from Section III. The overall performance rating is determined by adding each score assigned to each performance area based on the employee's performance.

The following summarizes the overall performance rating categories:

Low Level Performer (7-20) The employee's performance falls below minimum expectations for their role; there is an urgent need for them to improve. The employee does not qualify for a merit increase and is in a probationary status (*further disciplinary action may be taken up to and including termination*). Weekly objectives and follow-up meetings will be held with the employee until the employee's performance improves.

Average Level Performer (21-27) The employee's performance meets and sometimes exceeds the minimum expectations for their role. The employee qualifies for an average percentage merit increase. Monthly performance objectives and follow-up meetings will be conducted to maintain and improve the employee's performance.

High Level Performer (28-35) The employee's performance meets and often exceeds the performance expectations for their role. The employee qualifies for an above average percentage merit increase. Quarterly objectives and follow-up meetings will be held with the employee to maintain the employee's performance.

Section III. Performance Appraisal and Employee Comments

Performance Appraisal Scale

- | | |
|---|---|
| 5 | Employee <i>consistently exceeds</i> performance requirements and expectations. |
| 4 | Employee <i>sometimes exceeds</i> performance requirements and expectations. |
| 3 | Employee <i>consistently meets</i> performance requirements and expectations. |
| 2 | Employee <i>sometimes meets</i> performance requirements and expectations – there is a need for improvement. |
| 1 | Employee <i>rarely meets</i> performance requirements and expectations – there is an urgent need for significant improvement. |

(Score each performance area below based on the following performance scale. Provide specific examples of on-the-job behavior that positively or negatively supports your performance rating).

Employee Comments

Compare each performance area of your self-appraisal to your supervisor's appraisal. Note if you agree or disagree with your supervisor's evaluation in each area; if you do not agree please note your reasons.

Performance Development System

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Performance Area	Score
<p>Teamwork – (<i>The actions of the employee to be part of a group within a department or interdepartmentally, in which individual interests are subordinated to group unity and efficiency; coordinated effort</i>).</p> <ul style="list-style-type: none"> ▪ Takes an active role in the team to which they are assigned. ▪ Works for the common goals of the team(s), department, and company. ▪ Does not participate in disruptive or divisive behavior(s). 	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
Specific examples (positive or negative):	
Employee Comments ☐ Agree ☐ Disagree	
<p>Productivity – (<i>The amount of work an individual produces per shift or per day; efficiency and effectiveness</i>).</p> <ul style="list-style-type: none"> ▪ Efficiently and effectively completes all of the tasks and duties required by their role. ▪ Completes all the expectations of their role; on time, complete, and correct. ▪ Completes the expectations of their role, according to expected standards of performance. 	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
Specific examples (positive or negative):	
Employee Comments ☐ Agree ☐ Disagree	
<p>Quality of Work – (<i>The accuracy and thoroughness of the employee's work in terms of rejections, errors, completeness, etc.</i>).</p> <ul style="list-style-type: none"> ▪ Delivers a consistently high degree of accuracy and completeness. ▪ Work can be relied upon to meet or exceed company and customer standards. ▪ Final output of product or work is consistently good. 	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
Specific examples (positive or negative):	
Employee Comments ☐ Agree ☐ Disagree	
<p>Initiative – (<i>The degree to which the employee is a self-starter, works with minimum supervision, seeks new and better methods to do the job, seeks out new assignments and/or looks for opportunities to assist others</i>).</p> <ul style="list-style-type: none"> ▪ Takes ownership of the success of their department and the organization. ▪ Seeks new tasks and responsibility on their own without direction and assignments. ▪ Goes out of the way to accept responsibility; a creative and independent worker who consistently seeks to implement improvement. 	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
Specific examples (positive or negative):	
Employee Comments ☐ Agree ☐ Disagree	

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Performance Area	Score	
<p>Job Knowledge – <i>(The knowledge of procedures, methods, equipment, and, materials required for the employee to perform their role in the organization and meet company expectations).</i></p> <ul style="list-style-type: none"> ▪ Has the technical knowledge and skill to do their job at a high level of accomplishment. ▪ Stay current with trends, equipment, and knowledge required for their personal success and the success of the company. ▪ Has an understanding of and follows company policies and procedures. ▪ Is proficient with the tools required to perform their role (i.e. computer program, phone system, manufacturing equipment, etc.). 	<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>	
Specific examples (positive or negative):		
Employee Comments <input type="checkbox"/> Agree <input type="checkbox"/> Disagree		
<p>Customer Service – <i>(The effectiveness of the employee in responding to the needs of both internal and external customers).</i></p> <ul style="list-style-type: none"> ▪ Dedicated to acting with the customer's expectations in mind. ▪ Constantly offers to assist customers and is always available to solve customer problems. ▪ Can always be counted on to provide the highest levels of customer service. 	<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>	
Specific examples (positive or negative):		
Employee Comments <input type="checkbox"/> Agree <input type="checkbox"/> Disagree		
<p>Dependability – <i>(The extent to which the employee can be relied upon to be available for and to properly complete their work. Maintains as consistent record of being at work and on time).</i></p> <ul style="list-style-type: none"> ▪ Can be counted on to successfully complete their tasks and responsibilities completely and on time. ▪ Seldom absent or late to work; always reports absence or late arrivals. ▪ Is a consistent contributor to the success of their department and the company. 	<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>	
Specific examples (positive or negative):		
Employee Comments <input type="checkbox"/> Agree <input type="checkbox"/> Disagree		
<p>Total – Add the scores from each performance area, from both pages, for overall performance rating.</p>		<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>

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Employee Signature

Date

Supervisor Signature

Date

Performance Development System

Annual Performance Review Form

Section IV. Employee Development Plan

List the development activities discussed and scheduled for each performance area. These activities will be reviewed quarterly.

List as many development activities as required for each performance area (a development activity is not required for each performance area unless the score was 3 or below).

Performance Area	Development Activity (if required)	Completion Status
Teamwork		
Productivity		
Quality of Work		
Initiative		
Job Knowledge		
Customer Service		
Dependability		