Management Performance Appraisal Form

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| **Employee Information:** | | |
| Name: | Review Date: | |
| Title: | Department: | |
| Appraisal Period: | Appraised By: | |
| **Rating Definitions:** | | |
| **Unsatisfactory:** Performance consistently fails to meet minimum position requirements, employee lacks skills required or fails to utilize necessary skills  **Inconsistent:** Performance meets some but not all position requirements.  **Proficient:** Performance consistently meets position requirements.  **Highly Effective:** Performance exceeds requirements and standards for the position.  **Exceptional:** Performance is consistently superior and significantly exceeds position requirements.  **N/A:** Not applicable. | | |
| **Knowledge and Productivity Skills Review:** | | |
| **Job Knowledge:** Shows comprehensive knowledge of skills needed to carry out responsibilities of the job. | | N/A |
| **Technical Knowledge:** Applies specialized knowledge gained through training and experience; keeps informed of new developments in the field; shares relevant information with others. | | N/A |
| **Quality of Work:** Work is clear, well organized, accurate, performed as directed, and conforms to established standards. | | N/A |
| **Quantity of Work:** Overall productivity is at a level necessary to perform all aspects of the job. | | N/A |
| **Dependability and Reliability:** Conscientious, responsible, reliable with respect to attendance and work completion. | | N/A |
| Comments on knowledge and productivity skills: | | |
| **Initiative and Problem-Solving Skills Review:** | | |
| **Initiative:** Originates or develops ideas or gets things started; shows willingness to tackle new challenges, seeks additional assignments, responds to unusual or particularly demanding situations. | | N/A |
| **Problem Solving and Decision Making:** Shows ability to obtain information needed to make a decision; exercises sound judgment; shows decisiveness in recommending or taking action. | | N/A |
| **Flexibility and Adaptability:** Adjusts to new assignments and changing workloads, working to maximum potential. | | N/A |
| Comments on initiative and problem-solving skills: | | |

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| **Communication Skills Review:** | |
| **Oral Communication:** Communications are clear, effective, and appropriate for the audience. | N/A |
| **Written Communication:** Communications are clear, effective, concise, and well organized. | N/A |
| **Working with Others:** Cooperates with other individuals and groups internally and externally, as appropriate; solicits, understands, and respects the opinions of others. | N/A |
| Comments on communication skills: | |
| **Organizational Skills Review:** (Omit this section if not applicable.) | |
| **Planning:** Accurately forecasts relevant operating and business conditions; establishes productive objectives, strategies, and plans; develops effective budgets; establishes priorities; develops efficient work schedules and plans. | N/A |
| **Financial Management:** Plans and works within budget; effectively implements cost-saving procedures; effectively monitors expenditures. | N/A |
| **Business Relationships:** Establishes and maintains effective business relationships within the context of the individual job responsibility. As appropriate, demonstrates effective business acquisitions skills, including participation in proposal writing and new product development. | N/A |
| Comments on organizational skills: | |
| **Management Skills Review:** (Omit this section if not applicable.) | |
| **Leadership:** Motivates employees to maximize company's goals and objectives; delegates tasks and authority in a manner that enables employees to fulfill their responsibilities; sets the standard for peers and other employees. | N/A |
| **Staff Development:** Effectively trains new employees and, when appropriate, cross-trains existing staff; initiates retraining; performs timely performance appraisals and ensures that appropriate goals are set. | N/A |
| **Staff Utilization:** Ensures that all employees are treated fairly and with respect; develops human resource plans that meet anticipated needs and that enhance individual growth; complies with established personnel policies and procedures. | N/A |
| Comments on management skills: | |

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| Comments on Goals: | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| **Overall Evaluation:** | |
| Overall rating on performance skills and goal attainment. | Exceptional |
| Additional comments: | |
| **Professional Development:** (To be completed by manager and employee during appraisal.) | |
| What is the employee's growth potential? Be as specific as possible. | |
| What future education, training, skills, or work assignments will help the employee reach his/her ultimate potential? | |
| What newly acquired skills, education, or training has the employee acquired since his/her last review? | |

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| **Job Description:** | |
| Please review the employee's most current job description and update with changes as accurately as possible. Attach revised job description to this appraisal and send copy to Human Resources. | |
| **Acknowledgements:** | |
| Employee Signature: | Date: |
| Department Manager: | Date: |
| Human Resources: | Date: |