

Performance Appraisal System Evaluation Form Hourly Employees

Name:

Position Title:

Department:

Plan Date:

Annual Review Date:

PURPOSE OF PERFORMANCE APPRAISAL

- Enable **joint planning and communication** between an employee and a supervisor on what the employee is expected to accomplish.
- Ensure that an employee's performance is evaluated in terms of **measurable results** as well as how these results are achieved.
- Specify clear and explicit **performance measures**, jointly established by the employee and supervisor, that are objective indicators of whether performance objectives are met.
- Promote **ongoing communication** between an employee and supervisor concerning what the employee is expected to accomplish, how well the employee is meeting these performance objectives, and what steps need to be taken by the employee and supervisor to ensure that the objectives are met.
- Identify a plan to promote the employee's **professional development** that can include educational and training opportunities.
- Identify **corrective action** needed to be taken by the employee and the supervisor in those instances where an employee has not accomplished a performance objective.
- Provide a basis for **recognizing exceptional performance**.
- Improve individual job performance and thereby increase the effectiveness of the department.

Performance Plan

Employee:

PRIORITY PERFORMANCE OBJECTIVES

The employee, together with the supervisor, will list the employee's performance objectives for the next twelve months in order of priority. Care should be taken that each objective states what the employee plans to accomplish, identifies one or more performance measures to determine whether each objective is accomplished, and specifies the target date for completion. (Attach additional pages, if necessary.)

- 1.
- 2.
- 3.

KEY PERFORMANCE FACTORS

Whether an employee can accomplish the performance objectives depends in part on how effectively the employee performs the key functions listed below. A mutual understanding should be reached on expectations in each of these areas. Any specific or important agreements on performance expectations should be recorded below.

QUALITY & QUANTITY OF WORK:

Ability to meet deadlines:

Ability to follow directions:

Ability to resolve difficult situations:

Ability to complete assignments thoroughly and correctly:

CUSTOMER SERVICE:

Ability to communicate information:

Ability to maintain positive & cooperative working relationships w/ co-workers:

Ability to maintain positive & cooperative working relationships w/ members of the public:

SYSTEMS POLICY & PROCEDURES COMPLIANCE:

Ability to solve problems:

Ability to properly maintain equipment:

Ability to adhere to work practices and maintain a safe work environment:

IF SUPERVISOR:

Ability to supervise employees:

Ability to make decisions:

Ability to properly rate/evaluate employees:

Position	Signatures	Performance Plan
Employee	_____	_____
Supervisor	_____	_____
Reviewing Authority	_____	_____

Mid-Year Review

Employee:

In addition to informal discussions of progress, the employee and supervisor should review the progress in meeting the priority performance objectives at least once during the twelve month period. The purpose of this discussion is to assess progress against objectives, identify obstacles, determine appropriate actions, and if necessary, revise objectives. This session will also be used to assess the key performance factors.

PRIORITY PERFORMANCE OBJECTIVES

- 1. Status: Ahead of Schedule On Schedule Behind Schedule
Action Steps:
- 2. Status: Ahead of Schedule On Schedule Behind Schedule
Action Steps:
- 3. Status: Ahead of Schedule On Schedule Behind Schedule
Action Steps:

KEY PERFORMANCE FACTORS

Satisfactory Needs Improvement Does Not Apply

QUALITY & QUANTITY OF WORK:

- Ability to meet deadlines
- Ability to follow directions
- Ability to resolve difficult situations
- Ability to complete assignments
- thoroughly and correctly

CUSTOMER SERVICE

- Ability to communicate information
- Ability to maintain positive & cooperative working relationships with co/workers
- Ability to maintain positive & cooperative working relationships with members of the public

SYSTEMS POLICY & PROCEDURES COMPLIANCE:

- Ability to solve problems
- Ability to properly maintain equipment
- Ability to adhere to work practices and maintain a safe

work environment

IF SUPERVISOR:

Ability to supervise employees

Ability to make decisions

Ability to properly rate/evaluate employees

Comments:

Position

Signatures

Mid-Year Review

Employee

Date: _____

Supervisor

Date: _____

Reviewing Authority

Date: _____

Annual Review

Employee:

At the end of the twelve month period, the employee and supervisor will meet to determine whether each priority performance objective has been accomplished. The supervisor will also assess performance, after discussion with the employee, in terms of the key performance factors.

PRIORITY PERFORMANCE OBJECTIVES

- 1. Exceeded Accomplished Did Not Accomplish
Comments:
- 2. Exceeded Accomplished Did Not Accomplish
Comments:
- 3. Exceeded Accomplished Did Not Accomplish
Comments:

KEY PERFORMANCE FACTORS

	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
QUALITY & QUANTITY OF WORK:			
Ability to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to resolve difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to complete assignments thoroughly & correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTOMER SERVICE:			
Ability to communicate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to maintain positive & cooperative working relationships w/co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to maintain positive & cooperative working relationships w/ members of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SYSTEMS POLICY & PROCEDURES COMPLIANCE:			
Ability to solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to properly maintain equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adhere to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**practices and maintain
a safe work environment**

IF SUPERVISOR:

**Ability to supervise
employees**

Ability to make decisions

**Ability to properly rate/
evaluate employees**

Comments:

Position

Signatures

Annual Review

Employee

Date: _____

Supervisor

Date: _____

Reviewing Authority

Date: _____

* Signature does not necessarily indicate agreement with content.

Professional Development Plan

Employee:

As a result of their discussion of the employee's performance at the annual review, the supervisor and the employee will develop a plan for promoting the employee's professional growth. This plan can include participation in a training or educational program or the opportunity to develop new skills through new work assignments.

DEVELOPMENT PLAN

Skills and Knowledge to be Developed:

Training/Educational Programs:

New Work Assignments:

CORRECTIVE ACTION STEPS

If the employee did not meet one or more of the priority performance objectives, or needs improvement in a key performance factor, the supervisor should specify the corrective action steps that will be taken by the employee and the supervisor to improve performance.

Employee's Comments (if any):

Supervisor's Comments (if any):

Reviewing Authority's Comments (if any):

