Management Confidential
Annual Performance Appraisal
For Managers 3 and Below

EMPLOYEE NAME	JOB TITLE		
DEPARTMENT	PERIOD COVERED	FROM	TO

FACTORS	Good or Better			Less than Good		DEFINITION OF RATINGS
Evaluate the employee on the job now being performed based on the report period. Check (x) the rating category which most nearly describes your overall judgment for each of the job factors.	EXCELLENT	SUPERIOR	SATISFACTORY	FAIR	UNSATISFACTORY	EXCELLENT = Distinctly and consistently outstanding. SUPERIOR = Definitely above the norm. SATISFACTORY = Meets basic requirements. FAIR = Need for improvement. UNSATISFACTORY = Definitely inadequate. NOTE: *Written explanations are required for ratings of "Less than Good," and they are recommended for ratings of "Excellent."*
QUALITY OF WORK: Thoroughness, accuracy and appearance of work, regardless of volume.	◯	◯	◯	◯	◯	EXPLANATION SUGGESTIONS FOR IMPROVEMENT
QUANTITY OF WORK: The amount of work produced under normal conditions, disregarding errors, and giving full consideration to contributions in all official areas.	◯	◯	◯	◯	◯	EXPLANATION SUGGESTIONS FOR IMPROVEMENT
DEPENDABILITY: The ability to do assigned tasks on schedule under normal circumstances with a minimum of supervision. Unauthorized absence should be considered as it affects dependability.	◯	◯	◯	◯	◯	EXPLANATION SUGGESTIONS FOR IMPROVEMENT
ABILITY TO DEAL WITH PEOPLE: Relationships with staff and the public; cooperativeness.	◯	◯	◯	◯	◯	EXPLANATION SUGGESTIONS FOR IMPROVEMENT
SUPERVISORY ABILITY: (if applicable) The ability to delegate authority and accomplish assigned tasks through subordinates.	◯	◯	◯	◯	◯	EXPLANATION SUGGESTIONS FOR IMPROVEMENT

Please evaluate the employee overall performance:

◯ EXCELLENT ◯ SUPERIOR ◯ SATISFACTORY ◯ FAIR ◯ UNSATISFACTORY

RATED BY:	SIGNATURE	TITLE	DATE
REVIEWED BY:	SIGNATURE	TITLE	DATE
EMPLOYEE:	SIGNATURE	TITLE	DATE

NOTE TO EMPLOYEE: Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating. The supervisor must give the employee a copy of the rating at the time the employee signs it. Should any subsequent change be made, all copies must be revised, and the change must be initialed by the employee.