

PERFORMANCE APPRAISAL FORM (Hourly Employees)

Employee: _____
 Job Title: _____
 Department: _____

Supervisor: _____
 Date Appraisal Due: _____

Performance Factors:

1. **Quality of Work: accuracy, neatness and/or thoroughness of the work.**

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
Frequent errors: work requires checking or redoing.	Generally produces error free work. Work quality meets expectations.	Clearly superior in quality of work.

Comments: _____

2. **Quantity of Work: volume and/or speed with which work is accomplished.**

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
Low volume of work. Clearly below average output.	Does what is required. Meets job output expectations.	Consistently does more than expected or required.

Comments: _____

3. **Amount of Supervision Required: ability to work independently or need to be closely monitored.**

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
Required detailed instructions and very close supervision.	Able to follow directions and instructions with normal amount of supervision.	Requires minimal instructions. Consistently sets own structure in completing work task.

Comments: _____

4. **Job Knowledge-Tasks: knowledge of job's main requirements and duties.**

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
Limited knowledge of tasks. Needs frequent assistance and instruction.	Possesses required skills and knowledge necessary for completion of job tasks.	Total proficiency and understanding of job requirements.

Comments: _____

5. **Job Knowledge-Equipment: ability to utilize required equipment in performing job duties.**

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
Limited ability to operate required equipment.	Able to operate equipment at satisfactory level. Exercises care for equipment.	High proficiency in operation of required equipment.

Comments: _____

6. Safety: personal regard for safety; participation in safety programs; general level of housekeeping in work area.

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
----------------	------------------------	-----------------------------

Excessive safety violations. Is careless in following safety rules and practices

Generally observes safety rules and safe work practices. Meets safety expectations.

Actively promotes safety in the department. Makes safety related recommendations.

Comments: _____

7. Interpersonal Skills: ability to effectively work with others; cooperativeness.

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
----------------	------------------------	-----------------------------

Less than reasonable cooperation. Does not effectively work with others.

Able to deal with others in a cooperative manner. Satisfactory team player.

Excellent skills in working with others.

Comments: _____

8. Attendance: level of absenteeism and/or tardiness. Does not include absences due to disability or Family and Medical Leave reasons.

Unsatisfactory	Meets Job Expectations	Outstanding/Highly Superior
----------------	------------------------	-----------------------------

Absences frequent enough to adversely affect department productivity.

Usually present and on time. Time missed is of an infrequent nature.

Almost always present and on time.

Comments: _____

What are the employee's main job strengths?

What areas need further development or improvement?

Employee Comments: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Department Manager: _____

Date: _____

Human Resource Manager _____

Date: _____