

3/26/2020

System Performance Appraisal

NAME: _____ DEPT NAME: _____ EMPLOYEE ID#: _____
APPRAISAL PERIOD: From _____ To _____ APPRAISAL TYPE: Probationary Annual Out of Cycle
mm/dd/yy mm/dd/yy

Overall Strengths and Accomplishments:

Overall Areas of Improvement:

Goals and Objectives:

Other Support Personnel System Performance Appraisal

NAME: _____ **DEPT NAME:** _____ **EMPLOYEE ID#:** _____
APPRAISAL PERIOD: From _____ To _____ **APPRAISAL TYPE:** Probationary Annual Out of Cycle
mm/dd/yy mm/dd/yy

Training Summary:

Overall Comments:

Other Support Personnel System Performance Appraisal

NAME: _____ **DEPT NAME:** _____ **EMPLOYEE ID#:** _____
APPRAISAL PERIOD: From _____ To _____ **APPRAISAL TYPE:** Probationary Annual Out of Cycle
mm/dd/yy mm/dd/yy

Performance Factors:

Job Knowledge

Unsatisfactory Marginal Effective Commendable Exemplary

Job Skills:

Unsatisfactory Marginal Effective Commendable Exemplary

Quality of Work

Unsatisfactory Marginal Effective Commendable Exemplary

Quality of Service

Unsatisfactory Marginal Effective Commendable Exemplary

Judgment

Unsatisfactory Marginal Effective Commendable Exemplary

Other Support Personnel System Performance Appraisal

NAME: _____ **DEPT NAME:** _____ **EMPLOYEE ID#:** _____
APPRAISAL PERIOD: From _____ To _____ **APPRAISAL TYPE:**
 Probationary
 Annual
 Out of Cycle
mm/dd/yy mm/dd/yy

Performance Factors: *(Continued)*

Dependability

Unsatisfactory Marginal Effective Commendable Exemplary

Adaptability/Flexibility

Unsatisfactory Marginal Effective Commendable Exemplary

Initiative

Unsatisfactory Marginal Effective Commendable Exemplary

Communication Skills

a. Written

Unsatisfactory Marginal Effective Commendable Exemplary

b. Spoken

Unsatisfactory Marginal Effective Commendable Exemplary

Other Support Personnel System Performance Appraisal

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APPRAISAL PERIOD: From _____ To _____ **APPRAISAL TYPE:** Probationary Annual Out of Cycle
mm/dd/yy mm/dd/yy

Performance Factors: *(Continued)*

Attendance

Unsatisfactory Marginal Effective Commendable Exemplary

Relationship with People

Unsatisfactory Marginal Effective Commendable Exemplary

Promotion of Cultural Diversity

Unsatisfactory Marginal Effective Commendable Exemplary

Supervisory Skills

Organizational and Administrative Effectiveness and Efficiency

Unsatisfactory Marginal Effective Commendable Exemplary

Leadership

Unsatisfactory Marginal Effective Commendable Exemplary

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____