



## MANAGEMENT PERFORMANCE APPRAISAL



MANAGER		REVIEWED BY	
Name:		Name:	
Job Title:		Job Title:	
Review Period		Department:	
From:	To:	Date of Review:	

**INSTRUCTION: Encircle applicable rank per category.**

	Performance Description						
5 - Exceptional	Performance is consistently superior and significantly exceeds position requirements.	Exceptional	Highly Effective	Proficient	Inconsistent	Unsatisfactory	New or Not Applicable
4 - Highly Effective	Performance consistently exceeds position requirements.						
3 - Proficient	Performance consistently meets position requirements.						
2 - Inconsistent	Performance meets some, but not all position requirements.						
1 - Unsatisfactory	Performance consistently fails to meet minimum position requirements; lacks skills required or fails to utilize necessary skills.						
N/A - New or Not Applicable	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.						
1.	Skill and proficiency in carrying out assignments	5	4	3	2	1	N/A
2.	Possesses skills and knowledge to perform the job completely	5	4	3	2	1	N/A
3.	Skill at planning, organizing, and prioritizing workload	5	4	3	2	1	N/A
4.	Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner	5	4	3	2	1	N/A
5.	Proficiency at improving work methods and procedures as a means toward greater efficiency	5	4	3	2	1	N/A
6.	Communicates effectively with supervisor or as part of a team	5	4	3	2	1	N/A
7.	Ability to work independently	5	4	3	2	1	N/A
8.	Ability to work cooperatively with supervision or as part of a team	5	4	3	2	1	N/A
9.	Willingness to take on additional responsibilities	5	4	3	2	1	N/A
10.	Reliability (attendance, punctuality, meeting deadlines)	5	4	3	2	1	N/A
11.	Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgement	5	4	3	2	1	N/A
<b>Additional performance competencies for employees with supervisory responsibilities</b>							
12.	Displays fairness towards all subordinates	5	4	3	2	1	N/A
13.	Identifies performance expectations, gives timely feedback and conducts formal performance appraisals	5	4	3	2	1	N/A
14.	Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development	5	4	3	2	1	N/A
15.	Takes timely and appropriate corrective/disciplinary action with employees	5	4	3	2	1	N/A
16.	Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment	5	4	3	2	1	N/A
<b>OVERALL PERFORMANCE RATING</b>							
(Instructions: Sum of above ratings divided by the number of applicable questions, and then rounded off to the nearest whole number.)			<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>