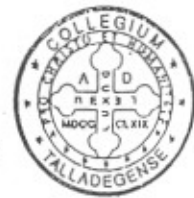


Performance Appraisal

Talladega College
Human Resources Office



PLEASE PRINT

Employee Name _____ Title _____

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance
 Merit End of Probation Period Other _____

Date employee began present position ____/____/____ Date of last appraisal ____/____/____ Scheduled appraisal date ____/____/____

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings

O – Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.

V – Very Good – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

G – Good – Competent and dependable level of performance. Meets performance standards of the job.

I – Improvement Needed – Performance is deficient in certain areas. Improvement is necessary.

U – Unsatisfactory – Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

N/A – Not Applicable or too soon to rate.

General Factors	Rating	Scale	Points	Supportive Details or Comments
1. Quality – The extent to which an employee's work is accurate, thorough and neat.	O <input type="checkbox"/>	100-90	[]	_____ _____ _____
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input type="checkbox"/>	100-90	[]	_____ _____ _____
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/>	100-90	[]	_____ _____ _____
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	O <input type="checkbox"/>	100-90	[]	_____ _____ _____
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O <input type="checkbox"/>	100-90	[]	_____ _____ _____
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
6. Independence – The extent to which an employee performs work with little or no supervision.	O <input type="checkbox"/>	100-90	[]	_____ _____ _____
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		

General Factors	Rating	Scale	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	O <input type="checkbox"/>	100-90	Points <input type="text"/> _____ _____ _____
	V <input type="checkbox"/>	89-80	
	G <input type="checkbox"/>	79-70	
	I <input type="checkbox"/>	69-60	
	U <input type="checkbox"/>	Below 60	
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O <input type="checkbox"/>	100-90	Points <input type="text"/> _____ _____ _____
	V <input type="checkbox"/>	89-80	
	G <input type="checkbox"/>	79-70	
	I <input type="checkbox"/>	69-60	
	U <input type="checkbox"/>	Below 60	
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O <input type="checkbox"/>	100-90	Points <input type="text"/> _____ _____ _____
	V <input type="checkbox"/>	89-80	
	G <input type="checkbox"/>	79-70	
	I <input type="checkbox"/>	69-60	
	U <input type="checkbox"/>	Below 60	
10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O <input type="checkbox"/>	100-90	Points <input type="text"/> _____ _____ _____
	V <input type="checkbox"/>	89-80	
	G <input type="checkbox"/>	79-70	
	I <input type="checkbox"/>	69-60	
	U <input type="checkbox"/>	Below 60	
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input type="checkbox"/>	100-90	Points <input type="text"/> _____ _____ _____
	V <input type="checkbox"/>	89-80	
	G <input type="checkbox"/>	79-70	
	I <input type="checkbox"/>	69-60	
	U <input type="checkbox"/>	Below 60	

Rate employee's overall performance in comparison to position duties and responsibilities.

Total Points ÷ Number of Factors Rated = Overall Rating

- Outstanding 100 - 90
- Very Good 89 - 80
- Good 79 - 70
- Improvement Needed 69 - 60
- Unsatisfactory Below 60

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review _____
- Specific areas of needed improvement _____
- Recommendations for professional development (seminars, training, schooling, etc.) _____
- Absences: Number of incidents _____ Number of days _____

Additional Employee Comments _____

Discussed with individual on ____/____/____ Employee's Signature* _____

*I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired Yes No Follow-up Date ____/____/____

Evaluator's Signature _____ Date ____/____/____