

EMPLOYEE'S NAME _____

TITLE _____

EMPLOYEE'S DEPARTMENT _____

SAP# _____

EVALUATOR'S NAME _____

TITLE _____

SAP# _____

DATE EMPLOYEE BEGAN PRESENT POSITION _____

DATE OF LAST APPRAISAL _____

SCHEDULED APPRAISAL DATE _____

INSTRUCTIONS: A performance appraisal will be completed annual for each employee. Each indicator on the job description will receive a score of 1 - 5 based on the assessment of the performance.criteria. Each score may be determined by percentage, quantity or quality, individually or in combination. A score of three (3) is considered to be an average score. When an employee complies with the performance criteria, a score of 3 should be given. Any score of 1 or 5 requires a comment by the evaluator.

SCORES:	- 1 -	- 2 -	- 3 -	- 4 -	- 5 -
PERCENTAGE:	0-50%	51-67%	68-75%	76-87%	88-100%
QUANTITY:	Rarely	Occasionally	Routinely	Consistently	Always
QUALITY:	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding