

# Kenosha Area Family and Aging Services, Inc.



## **PERFORMANCE APPRAISAL** **- Strictly Confidential -**

Employee Name: \_\_\_\_\_

Program: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment  
Date: \_\_\_\_\_

Start Date of  
Current Position: \_\_\_\_\_

Time Period  
Evaluated: \_\_\_\_\_

### **Reason for Evaluation:**

Annual       End Probation Period       Other:

### **Appraisal Guidelines:**

1. All employees should be appraised at least annually.
2. Review employee's work performance for the entire period; refrain from basing judgment on recent events or isolated events only.
3. Do not allow personal feelings to govern your rating. Disregard your general impression of the employee.
4. Consider the employee on the basis of the standards you expect to be met for the job.

## **PART 1 - APPRAISAL OF GENERAL PERFORMANCE FACTORS**

*Instructions: When rating employee on general factors, place a check by the area which best describes the employee's performance since the last appraisal or their hire date. Please give a reason for each factor to substantiate area checked.*

**QUALITY OF WORK** - Consider accuracy, skill, thoroughness, and organization of work done and client/customer satisfaction with work.

- Fully meets job requirements     Unsatisfactory - does not meet minimum requirements     Meets minimum job requirements     Exceeds job requirements

Reason : \_\_\_\_\_

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**JOB KNOWLEDGE AND SKILL** - Consider understanding of job procedures and methods, ability to acquire necessary skills, expertness in doing assigned tasks and utilization of background for job.

- Unsatisfactory - does not meet job requirements     Exceeds job requirements     Meets minimum job requirements     Fully meets job requirements

Reason : \_\_\_\_\_

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**ADAPTABILITY** - Consider ability to meet changing conditions and situations, ease with which the employee learns new duties and assignments.

- Improvement needed     Satisfactory     Outstanding     Very Good

Reason : \_\_\_\_\_

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**COOPERATION** - Consider attitude towards work, staff, supervision, and willingness to work with and for others.

- Exceeds job requirements     Fully meets job requirements     Meets minimum job requirements     Improvement Needed

Reason : \_\_\_\_\_

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**PRODUCTIVITY** - Consider use of time, the volume of work accomplished and ability to meet schedules, under normal conditions.

- Unsatisfactory - does not meet job requirements       Exceeds job requirements       Meets minimum job requirements       Fully meets job requirements

Reason : \_\_\_\_\_

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**AVAILABILITY** - Consider punctuality in reporting to and leaving work, observation of work break/meal periods and overall attendance record.

- Fully meets job requirements       Unsatisfactory - does not meet minimum requirements       Meets minimum job requirements       Exceeds job requirements

Reason : \_\_\_\_\_

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**CREATIVITY** - Consider initiative taken in proposing new ideas and finding new and better ways of doing things.

- Exceeds job requirements       Fully meets job requirements       Meets minimum job requirements       Improvement Needed

Reason : \_\_\_\_\_

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**JUDGMENT** - Consider ability to evaluate situations and make sound decisions.

- Very Good       Improvement needed       Satisfactory       Outstanding

Reason : \_\_\_\_\_

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**ADHERENCE TO POLICY** - Consider care taken in observing and following agency policies.

- Fully meets job requirements       Improvement needed       Meets minimum job requirements       Exceeds job requirements

Reason : \_\_\_\_\_

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## **PART 2 - APPRAISAL OF OVERALL EFFECTIVENESS**

Accomplishments or new abilities demonstrated since last review: \_\_\_\_\_

Specific areas of improvement needed: \_\_\_\_\_

Considering the amount of experience on present job, check the rating which most nearly describes total current performance:

Fully meets job requirements

Improvement needed

Meets minimum job requirements

Exceeds job requirements

## **PART 3 - APPRAISAL REVIEW**

*Instructions: Forward completed performance appraisal to Executive Director before reviewing with subject employee. After appraisal is approved, review contents of appraisal with subject employee and complete section concerning specific plans to improve performance. Have employee add any comments they may have and sign form and then forward original appraisal to Executive Director - retain copy for your file.*

Specific plans you and your employee have made to improve work performance:

Comments of employee:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_