

Team Member Performance Appraisal for: _____



Performance Evaluation (revised 2/16/2011)

Name: _____ Personnel #: _____

Department: _____ Title: _____

Evaluation Type: () 3-Month* () Annual Anniversary Evaluation

*Three month evaluation is only done the first time during Probationary Period.

Evaluation Period: ___/___/___ to ___/___/___

Instructions: Performance Evaluations are held by the Supervisor and their Team Member in a discrete area. They are for the use of understanding the expectation the Supervisor has on the Team Member. These expectations can be Qualitative (Punctuality, Team Work, etc.) or Quantitative (a specific task).

Section I (Qualitative) of this evaluation will be 35% of your final score. Section II (Quantitative) of this evaluation will be 65% of your final score. It works as follows:

A total score of 5 is considered "outstanding work"

A total score of 4 is considered "good work"

A total score of 3 is considered "needs improvement"

A total score of 0-2 is considered "unsatisfactory performance"

SECTION I:

Instructions: Your Supervisor will be grading each of the following 10 areas from a number of 1-5. The numbers will then be totaled and divided by 10. This will be your Qualitative Score (or number) and is **worth 35% of your total score**.

A "1" is Unsatisfactory performance: Seldom meets established standards; must improve for continued employment.

A "2" is Needs improvement: Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results; must improve for continued employment.

A "3" is Good performance: Meets and occasionally exceeds established standards.

A "4" is Very good performance: Consistently meets and frequently exceeds expected levels of performance.

A "5" is Outstanding performance: Consistently meets and almost always exceeds expected levels of performance.

___ **1. Job Performance:** Did the Team Member complete the essential duties of his/her job, including the goals that were agreed to by the Supervisor and Team Member?

___ **2. Reliability/Independence:** Can the Team Member be relied upon to complete their essential duties with little or no supervision?

___ **3. Punctuality:** Does the Team Member get to work at their assigned work schedule? Do they finish their essential duties in a timely manner? Do they arrive to meetings on time?

___ **4. Time Management:** Does the Team Member effectively use time in completing their essential duties? Do they use all resources available to effectively meet deadlines?

___ **5. Adherence to Policy:** Does the Team Member follow all of the established policies and procedures of CETPA?

___ **6. Initiative:** Does the Team Member take appropriate action in the absence of specific direction from Supervisors? Are they creative, proactive and decisive?

___ **7. Communication:** Does the Team Member use oral and written communication methods appropriate to professional relationships? Does he/she use "active listening?" Do they attentively listen? Do they write clearly and accurately?

___ **8. Loyalty:** Does the Team Member have faithfulness to the organization, superiors, and peers?

___ **9. Judgment:** Does the Team Member recognize and defines problems? Do they develop a workable solution with a particular problem or social situation?

___ **10. Growth Potential:** Has the Team Member demonstrated potential for growth? Do they pursue increased responsibility in the organization?

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SECTION II:

(1-5?) ___ A. Job Performance: Did the Team Member perform the assigned duties reflected in the Job Description? Was the end result completed accurately and within a timely basis? If there were any additional "goals" added to this Team Member, were they done accurately and within a timely basis.

Note: The remarks provided above must be justified by the rating given in this section. Using a bullet format is acceptable and encouraged.

(1-5?) ___ B. Professional Development: Did the Team Member undergo all required training? Was there any training opportunities suggested by the Supervisor that the Team Member did not attend?

Note: The remarks provided above must be justified by the rating given in this section. Using a bullet format is acceptable and encouraged.

Team Member Performance Appraisal for: _____

Team Member Score Sheet: (NEW)

YEAR: _____

TEAM MEMBER: _____

SECTION ONE:

- 1) Add all of the scores and divide by 10: _____
- 2) Then take that number and multiply it by .35: Section I Score

SECTION TWO:

- 1) Add the scores in Section A and B and divide by 2: _____
- 2) Then take that number and multiply it by .65: Section II Score

FINAL SCORE:

- 1) Simply Add the scores for Section I and Section II (the numbers highlighted). This will give you the final evaluation score:

Team Member Signature / Date

Supervisor Signature / Date

Team Member Comments:

To Team Member: Please initial this section.

Initials: _____

Team Member Performance Appraisal for: _____

Additional: Use as Needed.

Team Member Development Plan:

Working with the Team Member, in the box below please write all areas in which the team member may need to improve in the form of clear goals. Agree on any training courses being recommended to the Team Member.

Team Member Signature / Date

Supervisor Signature / Date