

90 DAY PERFORMANCE APPRAISAL
Staff – Nonexempt

Name: _____ Position: _____

Department: _____ Supervisor: _____

Hire Date: _____ Date This Appraisal: _____

APPRAISAL FACTORS

(Check one rating in each category)

Optional: It may be helpful to establish a value for each appraisal factor below. The total of all values must be 100%. The values should be discussed with the employee at the start of the appraisal period.

Factor Value %

1. **QUANTITY**

Consider ability to meet or surpass goals, frequency of need for extra hours and use of time during normal workday.

- Almost always exceeds goals.
- Always meets and sometimes exceeds goals.
- Meets goals the great majority of the time. Consistent results.
- Misses goals too often and/or inconsistent productivity.
- Rarely meets goals. Requires constant help to complete work.

Provide detailed comments and examples:

Factor Value %

2. **QUALITY**

Consider accuracy, attention to detail, neatness, need to re-do work and organization of work.

- Errors are rare. Exceptional neatness and attention to detail.
- Very few errors and typically minor. Very neat.
- Acceptable number of errors. Good organization of work.
- Too many errors. Requires improved accuracy and/or neatness.
- Accuracy poor. Frequent re-work.

Provide detailed comments and examples:

Factor Value %

3. **DEPENDABILITY**

Consider degree of supervision needed to carry out tasks to completion to meet job requirements.

- Needs minimal supervision. Usually self-starts.
- Needs little supervision. Often self-starts.
- Needs normal supervision. Sometimes self-starts.
- Needs frequent supervision.
- Needs constant supervision.

Provide detailed comments and examples:

Factor Value	%
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4. **ADAPTABILITY**

Consider ability to learn quickly and to adjust to changes in job assignments, methods, people or surroundings.

- 0 Extremely fast learner. Welcomes new assignments. Undisturbed by change.
- 0 Learns quickly. Adjusts well to change.
- 0 Learns well. Usually accepts change.
- 0 Learns with difficulty. Resists change.
- 0 Does not grasp or is forgetful of assignments. Fights change.

Provide detailed comments and examples:

Factor Value	%
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5. **INTERPERSONAL RELATIONS**

Consider willingness to accept supervision, cooperate with co-workers, accept goals and objectives, communicate effectively, and project positive image.

- 0 Exceptional support of the department. Often performs beyond requirements. Projects outstanding image.
- 0 Always positive, courteous, professional. Projects above average image.
- 0 Usually positive, supportive, courteous. Projects good image.
- 0 Impersonal and/or uncooperative at times. Lacks professionalism.
- 0 Negative attitude. Does not communicate well. Conveys poor image of the organization.

Provide detailed comments and examples:

Factor Value	%
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6. **ATTENDANCE**

Consider number of absences, lateness, length of meal and break periods.

- 0 Rarely absent or late, adheres to schedules.
- 0 Infrequently absent or late, adheres to schedules.
- 0 Occasionally absent, usually on time, adheres to schedules.
- 0 Inconsistent attendance, punctuality, adherence to schedules.
- 0 Serious number of absences, lateness, abuse of work schedules.

Provide detailed comments and examples:

Factor Value	%
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7. **LEADING OTHERS**

Consider effectiveness in completing work assignments through others and training others.

- 0 Frequently exceeds desired output of a work group. An excellent trainer. Sets an outstanding example.
- 0 Usually produces and sometimes exceeds desired output of a work group. A very good trainer.
- 0 Usually produces desired output of a work group. Trains well.
- 0 Frequent difficulty in controlling a work group's output. Marginal trainer.
- 0 Has great difficulty controlling a work group. A poor trainer.

Provide detailed comments and examples:

OVERALL RATING

*Assess overall performance based on weighing the importance of each appraisal factor to the particular job being appraised.
(Check only one rating.)*

- OUTSTANDING** – Overall results **far exceed** expectations in **all major areas** of responsibility.
 - EXCEPTIONAL** – Overall results **consistently exceed** expectations in **most major areas** of responsibility.
 - EXCEEDS EXPECTATIONS** – **May exceed** expectations in some significant area(s).
 - MEETS EXPECTATIONS** – Overall results **consistently meet** expectations in **all major areas** of responsibility.
 - BELOW EXPECTATIONS** – Overall results are below expectations. May include performance that is improving but not yet meeting overall expectations, or performance that fell below a previously acceptable level. Improvement must be shown within 6 months or the rating will become “Marginal” OR “Unacceptable.”
 - MARGINAL** – Overall results **erratic and/or frequently below expectations**. Improvement must be shown within 3 months or the rating will become “Unacceptable.”
 - UNACCEPTABLE** – Overall results **consistently below expectations**. Improvement must be shown within a designated period or termination will occur.
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PERSONAL DEVELOPMENT PLAN

List those areas that you believe the employee must focus on to either improve performance to an acceptable level, or to challenge performance to an above-standard level.

AREA	ACTION PLAN	DATE RESULTS EXPECTED	PURPOSE
1.			<input type="checkbox"/> Raise to Standard <input type="checkbox"/> Challenge Beyond Standard
2.			<input type="checkbox"/> Raise to Standard <input type="checkbox"/> Challenge Beyond Standard

OTHER COMMENTS

Use this space to specify and evaluate any other factors you feel are significant to properly and totally appraise performance.

EMPLOYEE COMMENTS (optional)

The employee may use this space to handwrite any comments regarding this performance appraisal.

Appraiser's signature: _____

Date: _____

Reviewed by appraiser's supervisor: _____

Date: _____

Vice President's signature: _____

Date: _____

Employee's signature: _____

Date: _____

The employee's signature verifies that this appraisal was given and does not necessarily indicate that the employee agrees with the appraisal.