



PERFORMANCE APPRAISAL

Administrative/Clerical

| | | | |
|---|-------------|------------|-----------------|
| <input type="checkbox"/> INITIAL PROBATIONARY <input type="checkbox"/> ANNUAL <input type="checkbox"/> PROMOTIONAL <input type="checkbox"/> OTHER (Specify) _____ | | | |
| Employee's Name: | | Job Title: | Date: |
| Division: | Department: | | Period Covered: |
| | | From: | To: |

INSTRUCTIONS FOR EVALUATION

Evaluate the employee on the job now being performed. Check the box above the horizontal line which most nearly coincides with your overall judgment each quality. The care and accuracy with which this appraisal is made determine its value to you, to the employee and to ASA.

DEFINITION OF RATINGS

- EXCELLENT:** Distinctly and consistently outstanding
GOOD: Definitely above the norm
FAIR: Meets basic requirements
POOR: Need for improvement
UNSATISFACTORY: Definitely inadequate

Note: Written explanations are required for ratings of "Less than Good", and recommended for rating of "Excellent"

| | 5 | 4 | 3 | 2 | 1 |
|--|--|---|--|---|--|
| | EXCELLENT | GOOD | FAIR | LESS THAN GOOD | |
| | | | | POOR | UNSATISFACTORY |
| ATTENDANCE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider tardiness & occasions of absenteeism. | Rarely late, rarely absent | Very seldom late, seldom absent | Seldom late, occasionally absent | Frequently tardy or routinely absent | Habitually tardy or excessive absenteeism |
| ABILITY TO DEAL WITH PEOPLE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relationships with other staff members and/or public. Consider harmony. | Brings credit to service through cooperative dealing with staff and public | Harmonious relationships with staff and/or public | Adequate work relationships with staff and/or public | Reluctant to cooperate with staff and/or public | Creates problems through personal interaction with staff and/or public |
| INITIATIVE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider tendency to contribute, develop, carry out new ideas. | Always has new innovative ideas | Willing to support and try new initiatives | Works with new ideas | Reluctant to embrace new initiatives | Never willing to make changes |
| JUDGEMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does employee think intelligently and make logical decisions. | Thinks quickly, logically, outstanding | Judgment usually logical | Fairly reliable | Inclined to be illogical | Poor, unreliable |
| TEAM WORK | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider ability to coordinate work with others, seek opinions, value working relationships. | Always initiates team building effort | Always willing to support team effort | Supports team effort adequately | Hesitant to be a part of team | Never supports team effort |
| KNOWLEDGE OF WORK | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider knowledge of job through experience and education. | Well informed on all phases of work | Knowledge thorough enough to perform without needing assistance | Adequate grasp of essentials. Some assistance needed | Requires considerable assistance | Inadequate knowledge |
| QUALITY OF WORK | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider neatness, accuracy & dependability of results. | Exceptionality accurate | Seldom necessary to check work | Acceptable usually neat few errors | Often unacceptable errors | Too many errors or rejections |
| QUANTITY OF WORK | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider volume of work produced under normal conditions. | Rapid worker usually large accurate volume | Turns out large volume | Average | Below average | Very slow worker |

| | 5 | 4 | 3 | 2 | 1 |
|--|--|---|--|--|------------------------------------|
| | EXCELLENT | GOOD | FAIR | LESS THAN GOOD | |
| | | | | POOR | UNSATISFACTORY |
| ABILITY TO LEARN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider speed employee master new routing & ability to use and retain new information | Exceptionally quick to learn adjust and change conditions | Learns quickly retains instruction | Average instruction required | Requires a great deal of instruction | Very slow to absorb new routine |
| DEPENDABILITY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider employee response when called upon for difficult and pressured challenges | Responds before asked assists to resolve problem | Willing to support all efforts in challenging situation | Responds positively when needed | Reluctantly responds | Never available during a challenge |
| COMMUNICATION | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicates knowledge clearly accurately and thoroughly | Encourages open & constructive communication to promote ideas & solve problems | Maintains good communication with staff and customer | Maintains adequate communication | Makes some effort to communication clearly | Makes little effort to communicate |
| LISTENING SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Listens attentively and responds to needs, goals and aspirations | Responds positively before asked | Responds positively | Listens & responds as appropriate | Hesitant to listen or respond | Never responds positively |
| ORGANIZATION / PLANNING | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizes, and plans work to skillfully meet job responsibilities | Is exceptional in planning time & organizing job | Plans time & organizes work well | Meets job deadlines and plans adequately | Need assistance meeting deadlines & planning | Does not plan or organize work |

OVERALL COMMENTS

Direct supervisor's overall comments:

SATISFACTORY

UNSATISFACTORY

Print Supervisor's name: _____

Title: _____

Supervisor's signature: _____

Date: _____

Employee's comments:

Print Employee's name: _____

Title: _____

Employee's signature*: _____

Date: _____

**Acknowledges only receipt of a copy of performance appraisal, not agreement or disagreement*

Reviewer's comments:

TOTAL SCORE: _____

SALARY INCREASE: _____

Print Reviewer's name: _____

Title: _____

Reviewer's signature: _____

Date: _____