



EMPLOYEE PERFORMANCE APPRAISAL

Name:	Job Title:	
Department:	Appraisal Period	
	From:	To:

PART I: EMPLOYEE SELF-EVALUATION (To be completed by the employee prior to supervisor review)

- A. Description of Duties and Responsibilities: Describe the overall duties and responsibilities of this position for the review period. Use attachments if necessary.

- B. Significant Accomplishments: Indicate these job-related accomplishments that you achieved since your last review or date of hire. Relate these to any previously established objectives, where applicable. Also, indicate those activities or accomplishments that were significant in your career development since your last review or date of hire (e.g., education courses or degree completion, seminars attended, etc.)

- C. Personal Goals, Objectives and Interests: Indicate what goals and objectives you have to further develop your career. Next, describe briefly the specific steps you will undertake to achieve these goals. Include types of work assignments that you would prefer to receive, including those for the upcoming review period and those in the next three years

Upcoming Review Period (immediate):

Long Range (next three years):

Signature: _____

Date: _____



EMPLOYEE PERFORMANCE APPRAISAL

PERFORMANCE CRITERIA INFORMATION

PART II: JOB PERFORMANCE EVALUATION

Quality of Work: The accuracy and effectiveness of work that an individual produces in a designated period of time.

Quantity of Work: The volume of work an individual regularly produces in a designated period. The work is produced efficiently and in accordance with time/fee budgets.

Job Knowledge: The information, skills, and understanding required to perform job duties at an appropriate level.

Cooperation: The willingness to work toward assigned objectives and the ability to shift priorities when necessary, while working with others and responding to suggestions and criticism. Displays a professional attitude toward others and adheres to the norms of the company and profession.

Responsibility: The extent of dependability required to do the job with minimum supervision. Also includes the ability to accept responsibility, meet schedules, and carry out instructions.

Attitude: The enthusiasm that an employee demonstrates for the company and profession. Individual displays friendly and constructive approach and the willingness to learn new duties, approaches, routines, etc.

Initiative: The motivation and desire to attain goals and achieve desired results.

PART III: SKILLS PERFORMANCE EVALUATION

Technical Skills: Evaluate the individual's knowledge and skills in the technical requirements of the job and how this knowledge is applied. Give specific accomplishments and achievements.

Decision Making/Problem Solving: Consider the individual's ability to analyze and evaluate problems and develop solutions and options in problem solving.

Leadership/Teamwork: Judge the individual as a leader/team player. Give specific examples of cooperation and motivation demonstrated with individuals as well as groups.

Administration: Review the individual's work origination, delegation, control and follow-up with projects or other related jobs.

Initiative/Creativeness: Evaluate the individual's ability to act independently as a self starter, to make suggestions, and develop original ideas and fresh approaches to situations or problems.

Communication: Evaluate the individual's ability to clearly express ideas and thoughts. Review the individual's ability to establish rapport.



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Distinguished	Commendable	Satisfactory	Marginal	Unsatisfactory
Performance that consistently far exceeds the normal requirements of the job and is clearly outstanding.	Performance that consistently exceeds normal requirements and expectations of the job.	Performance that consistently meets the normal requirements and expectations of the job.	Performance that does not consistently meet the normal requirements and expectations of the job and requires improvement in order to be considered acceptable.	Performance that is consistently well below the normal requirements and expectations of the job and is unacceptable.

Type of Appraisal: Annual Promotion

Name:	Job Title:
Appraisal Period	Department:
From:	To:
Next Review Date:	

PART II – JOB PERFORMANCE EVALUATION *(Please refer to performance criteria information and check the box for each category that best describes the individual’s performance to illustrate the foundation of the evaluation)*

- | | | | | | |
|---------------------|--|--------------------------------------|---------------------------------------|-----------------------------------|---|
| 1. Quality of Work | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 2. Quantity of Work | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 3. Job Knowledge | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 4. Cooperation | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 5. Responsibility | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 6. Attitude | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 7. Initiative | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |

Comments:

PART III – SKILLS PERFORMANCE EVALUATION *(Please refer to performance criteria information and check the box for each category that best describes the individual’s performance as it relates to each of the following areas)*

- | | | | | | |
|--|--|--------------------------------------|---------------------------------------|-----------------------------------|---|
| 1. Technical Skill | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 2. Decision Making/
Problem Solving | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 3. Leadership/
Teamwork | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 4. Administration | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 5. Initiative/
Creativeness | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |
| 6. Communications | <input type="checkbox"/> Distinguished | <input type="checkbox"/> Commendable | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Marginal | <input type="checkbox"/> Unsatisfactory |

Comments:



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PART IV - OVERALL PERFORMANCE (Against goals set in previous review period, if applicable)

Individual's and supervisor's overall assessment plan to help improve job related skills and expand job knowledge. What training and / or action is recommended for development or improvement? Set timetables for ratings of marginal or unsatisfactory.

- 1.
- 2.
- 3.
- 4.

PART V - OVERALL EVALUATION

Considering all factors, check the rating that best describes this employee's overall performance during the past period. *(Comments recommended for all categories; but required for Distinguished, Marginal, and Unsatisfactory)*

Distinguished
 Commendable
 Satisfactory
 Marginal
 Unsatisfactory

Comments:

APPROVALS

Immediate Supervisor: _____ Date: _____

Manager: _____ Date: _____

NOTE: Employee's signature does not necessarily indicate agreement with the above comments. It is only an acknowledgment that this appraisal occurred. If employee comments are given, please attach on a separate sheet of paper.

Employee Signature: _____ Date: _____

RiteNet Corp., is an equal opportunity employer. Our continued success depends heavily on the full and effective utilization of qualified persons regardless of race, color, religion, national origin, sex, age, disability, veteran status, marital status, sexual orientation, or citizenship status. To further the principle of equal employment opportunity, all employment decisions will be based solely upon an individual's qualifications for the position to be filled. We have an enduring commitment to hire and develop the best people we can find because it is morally right, legally required, and good business practice.

Matters relating to recruiting, hiring, training, compensation, benefits, promotion, transfer, layoff, recall from layoff, Company sponsored educational, social, and recreational programs, and all treatment on the job will be free of discrimination practices.