

Performance Appraisals

Introduction: Just as you are graded on your work at school, you will be “graded” on your work. A performance appraisal is a formal report about your job performance based on your supervisor’s evaluation. An evaluation also facilitates communication and feedback between the student and the supervisor, clarifies expectations and goals for further improvement, provides a history of development and progress, and recognizes and encourages high quality work.

The Appraisal

Appraisals are generally made at least on an annual basis although they may also be made on a monthly, quarterly or semi-annual basis. Most employees are evaluated after the probationary period of employment--often three months. Most employers share the evaluation tool with new employees so the employee will know how he or she will be evaluated.

Areas of evaluation will differ, of course, for every employer. The evaluation tool may show specific job skills and “soft skills” such as interpersonal skills, organizational skills, attitude, problem-solving skills, communications, safety, customer service, productivity, etc. Although employers seem to be moving away from such things as attendance, punctuality, professional appearance, professional conduct, etc. some organizations may still rate these areas of performance. Some organizations will meet with the employee at the beginning a performance period and mutually set goals for that period. The evaluation is then based on how well the employee met those goals. Ratings are usually based on a scale, such as exceeds expectations, meets expectations, below expectation, needs improvement; meeting/not meeting goals; or something similar.

You usually review your performance appraisal with your supervisor and have an opportunity to respond. Employers sometimes have the employee rate him/herself. If that is the case, be honest and expect to explain your ratings. In some cases, the employer may have customers or co-workers rate certain areas of your performance. Ideally, you should receive continuous feedback concerning your job performance.

Follow Up

A formal evaluation can be intimidating and make you feel that you are being criticized. You need to understand that your supervisor gets paid to help you improve for the betterment of you and your company. Do not view the criticism as a personal attack. Listen. Ask for clarification if needed. If there is an area of concern where you really feel you need help, ask for it. Use your evaluation to improve your job performance. Your employer has invested time and money in you--he or she really wants you to succeed.

Appraisal Example

Appraisals can have many different looks and formats. On the following page is one example of how an appraisal might look.

**JMG**

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Employee ID
Job Title	Date
Department	Manager
Review Period	to

RATINGS	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

EVALUATION
ADDITIONAL COMMENTS
GOALS <i>(as agreed upon by employee and manager)</i>
VERIFICATION OF REVIEW
<i>By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.</i>
Employee Signature
Date

