

Appraisal Instruction Sheet

Hourly Employee

Within this Appraisal you will be focusing on seven areas of an employee. These areas include:

- Quality of work
- Quantity of Work
- Job knowledge/Skills
- Initiative
- Attendance
- Safety/Housekeeping
- Teamwork

Use the ratings below to score the level of performance in each of the seven above mentioned areas.

Performance Rating:

Exceptional – Consistently exceeds position requirements with highest degree of skill and experience. Value = 3

Above Standard – Consistently exceeds position requirements as expected of a well-trained and competent individual. Value = 2

Standards – Meets position requirements and have proven he/she is a positive contribution. Value = 1

Unacceptable/Marginal – Performance is below minimum job requirements, and needs constant follow up. Performance must significantly improve within a designated period if the employee is to remain in this position. Value = 0

If an employee receives an unacceptable/marginal rating that employee will be place on a performance improvement plan for 90 days in order to improve the rating. If improvement is not made further corrective action will be taken to include more improvement time or termination of employment.

Employee Appraisal

Fairfield County 2017

Employee:
Department:
Appraisal Date:

Position:
Type: Six Months Appraisal
Annual Appraisal
Other:

Performance Appraisal Ratings: Please rate the employee in each area. Employee must rate standard or above in each area to end probation or maintain employment. **Ratings: Exceptional – 3**
Above Standard – 2 Standard – 1 Unacceptable/Marginal – 0

1. Quality of work – consider the degree of how well an employee performs his/her responsibilities / follows work instructions.

Rating:

Comments:

2. Quantity of work – the amount of work accomplished. Consider such things as assignments, etc.

Rating:

Comments:

3. Job Knowledge/Skills – are the knowledge/skills gained through education, past experience or on –the- job training sufficient for the job? (Determined by how well employee gains required job functions and ability to master difficult job challenges.)

Rating:

Comments:

4. Initiative – to what extent does the employee handle daily, routine tasks without prompting, and assumes work?

Rating:

Comments:

5. Attendance – the extent to which the employee maintains positive leave balances, properly notifies supervisor of time-needed-off, maintains positive status within County tardy policy, without establishing any attendance patterns. **FMLA issues are not a factor in this section.**

Rating:

Comments:

6. Safety/Housekeeping – consider how the employee keeps the work area free from debris and potential safety hazards.

Rating:

Comments:

7. Teamwork – to what extent is the employee willing to work together, change assignments or cooperate with superiors, as well as with other departments within the County

Rating:

Comments:

Numeric Summary

1.	Quality	_____
2.	Quantity	_____
3.	Job Knowledge/Skills	_____
4.	Initiative	_____
5.	Reliability	_____
6.	Safety/Housekeeping	_____
7.	Teamwork	_____
	Sub-Total	
	Total Points	
	Divided By (7)	_____
	Overall Rating	_____

	Overall Rating
Unacceptable	0 - 0.9
Standard	1 - 1.4
Above Standard	1.5 - 2.4
Exceptional	2.5 - 3.0

Appraiser's Overall Comments:

Goals & Objectives for next evaluation period: (What measurable goals or objectives can be given to improve employee performance.)

Development Needs: (Determine training needs that will improve employee performance, such as, computer skill, etc.)

Approvals:

Human Resources Manager/Date _____

Deputy Administrator/Date _____

This appraisal cannot be discussed with the employee until the above Administrator has signed and dated.

Department Head/Date _____

Employee/Date _____

Employee Comments: _____
