

PERFORMANCE EVALUATION FORM

(Joint Employee-Employer Appraisal—Pre-Formal Evaluation)

Employee _____
 Period covered _____

Position _____
 Appraisal Date _____

Purpose. This joint appraisal is to prepare the employee and employer for the formal appraisal process and completed by _____ (insert agreed-upon date). By engaging in this good-faith effort, together, we are able to identify strengths and deficiencies so that there are no surprises for either the employee or the supervisor at the time of the formal performance appraisal. Additionally, the supervisor will be able to establish performance criteria as the result of this on-going process which is intended to be a mutual exchange of information between the employer and the employee. This mutual exchange of information has no bearing on promotions, raises, or status in the department. This form, strictly-speaking, is a tool to be used in advance of the formal appraisal for the purpose of opening employee-supervisor dialogue.

1. What elements of your job do you find most difficult at this time? Explain.

2. What are your most significant achievements since July 1, 20xx?

3. In what work or department-related areas would you like to grow or improve?

4. What do you need from your supervisor/department/MCOE in order to accomplish #3 above?

5. **INSTRUCTIONS.** Rate yourself in the following areas.

	<i>Below Standards</i>	<i>Needs Improvement</i>	<i>Usually Meets Standards</i>	<i>Always Meets Standards</i>	<i>Notes/Comments</i>
A. Customer service	1	2	3	4	
B. Judgment	1	2	3	4	
C. Time management/ meeting deadlines	1	2	3	4	
D. Computer skills	1	2	3	4	
E. Decision-making Skills	1	2	3	4	
F. Productivity	1	2	3	4	
G. Adaptability/flexibility	1	2	3	4	
H. Technical knowledge	1	2	3	4	
I. Communication skills	1	2	3	4	
J. Problem-solving	1	2	3	4	
K. Team-working	1	2	3	4	
L. Steadiness under pressure	1	2	3	4	
M. Integrity/honesty	1	2	3	4	
N. Punctuality	1	2	3	4	
O. Attendance	1	2	3	4	

 Employee Signature

 Supervisor Signature