

Personnel Performance Appraisal Template



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Team member/Team Name _____ Date _____

Project Name _____

Reason for Review:

- Periodic Self-Evaluation
- Annual Review
- Merit
- Promotion
- Unsatisfactory Performance
- Other _____

Instructions: Carefully evaluate the team member's work performance in relation to the current responsibilities. Check the appropriate rating box to indicate the team member's performance. Indicate 'N/A' if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance score.

DEFINITION OF PERFORMANCE RATINGS

O - OUTSTANDING. (90 - 100 points) Performance is exceptional in all areas and is recognizable as being far superior to others.

V - VERY GOOD. (80 - 89 points) Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

G - GOOD. (70 - 79 points) Competence and dependable level of performance. Meets performance standards of the job.

I - IMPROVEMENT NEEDED. (60 - 69 points) Performance is deficient in certain areas. Improvement is necessary.

U - UNSATISFACTORY. (Below 60 points) Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

N/A - NOT APPLICABLE, or too soon to evaluate.

GENERAL FACTORS	RATING	SCALE	POINTS	COMMENTS
1. Effectiveness - The extent to which a team member's work and commitment contributes toward the team goal(s).	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
2. Organization - The extent to which a team member organizes and produces a effective work in a timely manner.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
3. Job Skills - The extent to which a team member possesses the practical/technical skills required on the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
4. Reliability - The extent to which a team member can be relied upon regarding task completion and follow up.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
5. Availability - The extent to which a team member is punctual, and has an acceptable attendance record.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
6. Independence - The extent to which a team member performs work with little or no supervision.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		

7. Creativity and Problem Solving- The extent to which a team member proposes ideas, finds new and better ways of doing things, and uses appropriate problem solving skills.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
8. Initiative - The extent to which a team member seeks out new assignments and assumes additional duties when necessary.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
9. Accountability - The extent to which a team member demonstrates proper accountability to other team members and the team leader.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		
10. Interpersonal Skills - The extent to which a team member is willing and demonstrates the ability to cooperate, work and communicate with co-workers, team leaders/supervisors, subordinates and/or outside contacts.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100 - 90 89 - 80 79 - 70 69 - 60 Below 60		

Rate team member's performance in comparison to position responsibilities.

Total points _____ ÷ Number of Factors Rated _____ = _____ Overall rating

- Outstanding (100 - 90%)
- Very Good (89 - 80%)
- Good (79 - 70%)
- Improvement Needed (69 - 60%)
- Unsatisfactory (Below 60%)

Specific action(s) to be taken by the team member, if necessary.

Evaluator: _____ Date: _____

Team member's Signature* _____ Date: _____

(*) If team member disagrees with the appraisal, he/she may attach appropriate comments