

Hourly Performance Appraisal

Employee Name: _____ Job Title: _____

Date of Hire: _____ Department: _____ Supervisor: _____

Annual Review ☐ 90 day Review ☐ Review Period: From _____ To _____

Purpose: The purpose of conducting the Performance Appraisal is to: Develop better communication between the employee and the supervisor; Improve the quality of work; Increase productivity; and Promote employee development.
Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

O – Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

M – Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up / direction.

E – Exceeds Expectation. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

I – Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and / or supervision.

N/A – Not applicable or too soon to rate.

I. GENERAL FACTORS

1. **Quality** – The extent to which an employee's work is completed thoroughly and correctly following established process & procedures. Required paperwork is thorough and neat.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

2. **Productivity / Independence / Reliability** - The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/ follow-up to complete tasks / job assignment.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

3. **Job Knowledge** - The extent to which an employee possesses and demonstrates an understating of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

4. **Interpersonal Relationships / Cooperation / Commitment** – The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

5. **Attendance** – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

No. Unexcused Absences: _____ No. Unexcused Tardies: _____

Specific Examples / Comments: _____

6. **Initiative/ Creativity** – The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

7. **Adherence to Policy** – The extent to which the employees follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required safety equipment.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

8. **Lead (if applicable)**– The extent to which the employee demonstrates proper judgment and decision-making skills when directing others. Directs work flow in assigned areas effectively to meet production / area goals.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

Specific Examples / Comments: _____

Overall Performance – Rate employee's overall performance in comparison to position duties and responsibilities.

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Improvement Needed

II. Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: _____

2. Specific areas of needed improvement: _____

3. Recommendations for professional development (seminars, training, schooling, etc.): _____

Employee's Comments: _____

Discussed/reviewed with employee on: _____ Follow up requested/desired: ☐YES ☐NO

Manager/Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____