

EMPLOYEE PERFORMANCE APPRAISAL FORM

Annual employee performance appraisal form

department	Name	post	assessmen	final score	self-evaluation	☆	☆☆
Project and assessment content							
30% of work tasks	Ability to ensure quality and quantity, complete tasks ahead of time.		30				
	Ability to ensure quality and quantity, complete tasks on time.		25 to 29				
	Ability to complete tasks timely, occasionally fails to complete tasks when directed.		15 to 25				
	Occasionally fails to complete tasks when directed.		under 15				
10% of working ability	Strong comprehension ability, in terms of work improvement, often comprehend with judgment, work comprehension with judgment are strong, occasionally there are incomprehension with other skills, barely comprehend with other skills, barely comprehend with other skills, barely comprehend with other skills.		10				
	Comprehension with judgment, work comprehension with judgment are strong, occasionally there are incomprehension with other skills, barely comprehend with other skills, barely comprehend with other skills.		8 to 9				
	Comprehension with judgment, work comprehension with judgment are strong, occasionally there are incomprehension with other skills, barely comprehend with other skills.		5 to 7				
Work Coordination 10%	Willing to help others when asked, cooperate with others and do their best to complete the work, help the group and always help others.		10				
	Willing to help others when asked, cooperate with others and do their best to complete the work, help the group and always help others.		8 to 9				
	Willing to help others when asked, cooperate with others and do their best to complete the work, help the group and always help others.		5 to 7				
	Willing to help others when asked, cooperate with others and do their best to complete the work, help the group and always help others.		5 or less				
Responsibility 10%	Completed the task, have a sense of responsibility, need to do better, supervisory, thorough, responsible, careful, no waste of time, no fear of hard work, the delivery work is.		10				
	Completed the task, have a sense of responsibility, need to do better, supervisory, thorough, responsible, careful, no waste of time, no fear of hard work, the delivery work is.		8 to 9				
	Completed the task, have a sense of responsibility, need to do better, supervisory, thorough, responsible, careful, no waste of time, no fear of hard work, the delivery work is.		5 to 7				
	Completed the task, have a sense of responsibility, need to do better, supervisory, thorough, responsible, careful, no waste of time, no fear of hard work, the delivery work is.		5 or less				
Work lazy 10%	Be punctual, not lazy, work hard, occasionally sloppy, but work conscientiously, exposed to avoid heavy work, but still able to stick to my job, work dry-free and improves frequently.		10				
	Be punctual, not lazy, work hard, occasionally sloppy, but work conscientiously, exposed to avoid heavy work, but still able to stick to my job, work dry-free and improves frequently.		8 to 9				
	Be punctual, not lazy, work hard, occasionally sloppy, but work conscientiously, exposed to avoid heavy work, but still able to stick to my job, work dry-free and improves frequently.		7				
	Be punctual, not lazy, work hard, occasionally sloppy, but work conscientiously, exposed to avoid heavy work, but still able to stick to my job, work dry-free and improves frequently.		5 to 6				
	Be punctual, not lazy, work hard, occasionally sloppy, but work conscientiously, exposed to avoid heavy work, but still able to stick to my job, work dry-free and improves frequently.		5 or less				
Work quality 10%	Need suggestions for improvement, worked with the guide, still got the necessary advice and.		10				
	Need suggestions for improvement, worked with the guide, still got the necessary advice and.		8 to 9				
	Need suggestions for improvement, worked with the guide, still got the necessary advice and.		5 to 7				
	Need suggestions for improvement, worked with the guide, still got the necessary advice and.		5 or less				
Discipline 10%	Respects the company rules and regulations, but need.		10				
	Frequently violates company regulations and is accused of.		8 to 9				
	Frequently violates company regulations and is accused of.		5 to 7				
	Frequently violates company regulations and is accused of.		5 or less				
Cost Awareness 10%	Strong cost awareness, able to actively save and avoid waste.		10				
	Cost conscious and able to save		8 to 9				
	Cost conscious, less wasteful		5 to 7				
	Not cost conscious, often wasteful		5 or less				
The first examiner's score (accounting for 70%), the second examiner's score (accounting for 30%).				total score			
Remark:					confirmation		

Making Performance Appraisal Work

LL Leslie

Making Performance Appraisal Work:

Appraisal and Feedback Clive Fletcher,2004 Do your line managers use performance review as a powerful management tool or do they regard it as a pointless form filling exercise to be ticked off and forgotten for another six months A properly designed and managed appraisal process is the most efficient and cost effective means of identifying and managing employees performance and development needs It is also the best way you have of focusing employees on those activities that will deliver the greatest impact on your business With its combination of practical hands on experience and research Clive Fletcher s book has long been regarded as the leading work on the subject This third edition has been thoroughly revised and includes two new chapters on 360 degree appraisal and developing challenges in applying performance review Fletcher has delivered a master class in making appraisal work If you want an appraisal system that will deliver results read this book

Making Performance Appraisal Work Tom Philp,1983

How to Be Good at

Performance Appraisals Dick Grote,2011-07-05 Do you supervise people If so this book is for you One of a manager s toughest and most important responsibilities is to evaluate an employee s performance providing honest feedback and clarifying what they ve done well and where they need to improve In How to Be Good at Performance Appraisals Dick Grote provides a concise hands on guide to succeeding at every step of the performance appraisal process no matter what performance management system your organization uses Through step by step instructions examples do and don t bullet lists sample dialogues and suggested scripts he shows you how to handle every appraisal activity from setting goals and defining job responsibilities to evaluating performance quality and discussing the performance evaluation face to face Based on decades of experience guiding managers through their biggest challenges Grote helps answer the questions he hears most often How do I set goals effectively How many goals should someone set How do I evaluate a person s behaviors Which counts more behaviors or results How do I determine the right performance appraisal rating How do I explain my rating to a skeptical employee How do I tell someone she s not meeting my expectations How do I deliver bad news Grote also explains how to tackle other thorny performance management tasks including determining compensation and terminating poor performers In accessible and useful language How to Be Good at Performance Appraisals will help you handle performance appraisals confidently and successfully no matter the size or culture of your organization It s the one book you need to excel at this daunting yet critical task

How to Make Performance Evaluations Really Work Glenn Shepard,2005-08-05 The

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Performance Evaluation Robert G. Pajer,1979 **Organizational Studies** Warwick Organizational Behaviour Staff,2001

Edited by a collective of ten academics at the University of Warwick this set incorporates some of the best works within organization studies **Improving Employee Performance Through Appraisal and Coaching** Donald L.

Kirkpatrick,2006 Here are the tools to build a genuinely proactive performance management program Fully updated with all new case studies from major companies the second edition will help managers and HR professionals Start a program designed to get maximum results Understand job requirements and set standards Use coaching to maximise performance Conduct more efficient and effective appraisal interviews Create performance improvement plans that really work

Making the Performance Appraisal Work James D. Boswell,1982 *Managing in the Information Age* Ann E.

Prentice,2005-05-12 Management is the art of bringing people and resources together to achieve an objective Technology has provided many new tools to assist in managing particularly in the management of resources Prentice places management within its social economic and political context showing how management attitudes and activities are closely related to the environment in which they are practiced Overarching issues such as the importance of diversity in the workplace and the need for ethical approaches to managing are given due attention while both theory and practice are brought together by discussing the leadership motivation communication and marketing of the organization Key organization management issues include Innovation and planning Organizing work Decision making Staffing Performance evaluation Program management and evaluation Financial planning and management Planning and managing physical facilities Knowledge management Prentice provides the information needed to master the ability to manage in an ever changing environment created by technology This book will be essential reading for the aspiring professional

Recommendations for Improved Performance Appraisal in the Federal Sector Alma Steinberg,1986 **Appraisal, Feedback and Development** Clive Fletcher,2008

Revised edition of Appraisal and feedback 3rd ed 2004 **Compensation Management in a Knowledge-based World**

Richard I. Henderson,2003 Written for undergraduate courses in compensation management and wage and salary administration this text offers a practical exploration of the systems methods and procedures involved in establishing and administering a compensation system within any organization

The GAO Review ,1983 **Performance Appraisal**

Robert L. Cardy,Gregory H. Dobbins,1994 Part of the South Western Human Resources Management Series this text is research oriented but provides a broad view of major appraisal issues It is written for the upper level MBA or doctoral courses in performance appraisal where there is an emphasis on multiple perspectives The entire text is written on the notion of alternative perspectives

Improving Performance Appraisal at Work Aharon Tziner,Edna Rabenu,2018-06-29

Compiling extensive research findings with real insights from the business world this must read book on performance appraisal explores its evolution from the classic appraisal to its current form and the methodology behind its progression

Looking forward Aharon Tziner and Edna Rabenu emphasize that well conducted appraisals combine a mixture of classic and

current and are here to stay **"Code of Massachusetts regulations, 1988"** ,1988 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 [What to Do about Performance Appraisal Marion S. Kellogg, 1975](#) **"Code of Massachusetts regulations, 1992"** ,1992 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

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