

TOWN OF SHERBORN

EMPLOYEE PERFORMANCE APPRAISAL

FOR USE BY DEPARTMENT HEADS AND SUPERVISORS TO

EVALUATE ALL FULL-TIME AND REGULAR PART-TIME EMPLOYEES

rev 5-7-18

NAME (Last, First, MI)

JOB TITLE

DEPARTMENT

LENGTH OF TIME IN JOB

DATE OF LAST APPRAISAL

APPRAISER'S NAME

DATE OF CURRENT APPRAISAL

APPRAISER'S NAME

SECTION 1 - TOTAL NUMERIC SCORE

	<i>Non-supervisory</i>	<i>Supervisory</i>
Unsatisfactory	0 - 35	0 - 46
Improvement Needed	36 - 64	47 - 83
Satisfactory	65 - 95	84 - 124
Very Good	96 - 124	125 - 161
Outstanding	125 - 150	162 - 195

SECTION 2 - Record job STRENGTHS and superior performance incidents.

SECTION 3 - Record specific performance DEFICIENCIES or job behavior requiring improvement or correction.

SECTION 4 - Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance.

SECTION 5 - SUMMARY EVALUATION

Balance the Section 1 Total Numeric Score with the Section 2-4 narratives to determine the Summary Evaluation. Attach a short summary narrative to support this evaluation if needed.

☐ Not Satisfactory ☐ Improvement Needed ☐ Satisfactory ☐ Very Good ☐ Outstanding

Section 6 - Record specific GOALS to be undertaken during the next evaluation period, and update the status of prior year goals. [Attach separate page or document.]

Signature of Appraiser

Title

Date

DEPARTMENT HEAD:

Signature of Department Head

Title

Date

EMPLOYEE: This performance appraisal has been discussed with me. I understand my signature does not necessarily indicate agreement.

COMMENT: _____

Signature of Employee

Date

Section I.						Consider the employee's prior performance in comparison with this appraisal. Use a separate sheet for expansion, if necessary.									
Evaluate the employee on the job now being performed. Be objective in evaluating factors listed below. Circle the appropriate numerical values above the boxes which best describe the employee's performance. The care and accuracy with which this appraisal is made will determine its value to you, the employee, and the department.															
	Unsatisfactory		Improvement Needed		Satisfactory		Very Good		Outstanding		Performance has deteriorated	Performance level has been maintained	Performance has improved		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
DEPENDABILITY/ATTENDANCE: Use of sick leave, punctuality, and the extent to which the employee can be trusted to carry out assigned duties in a timely manner.	Wastes time. Abuses some privileges or has poor attendance		Requires watching. Easily distracted from work		Satisfactory. Will accomplish the job.		Seldom absent or tardy without cause; reliable.		Keen sense of responsibility; very conscientious.		Comments:				
KNOWLEDGE OF WORK: Consider knowledge of job gained through experience, general education, specialized training.	Inadequate knowledge.		Requires considerable assistance and possesses minimum knowledge and skills		Adequate grasp of essentials; some assistance.		Knowledge thorough enough to perform without assistance.		Well informed on all phases of the work.		Comments:				
QUANTITY OF WORK: Consider the volume of work produced under normal conditions. Disregard errors.	Volume of work unacceptable		Volume below average.		Does just enough to get by		Very industrious. Does more than required		Consistently has superior productivity		Comments:				
QUALITY OF WORK: Consider neatness, accuracy and dependability of results regardless of volume.	Too many errors.		Often unacceptable; frequent errors.		Acceptable, usually neat; occasional errors.		Seldom necessary to check work.		Exceptionally accurate, practically no mistakes.		Comments:				
ABILITY AND WILLINGNESS TO LEARN NEW DUTIES: Consider the speed with which the employee masters a new routine and grasps explanations. Consider also the ability to accept and retain	Very slow to absorb or accept change or criticism.		Requires a great deal of instruction, defensive toward supervisor.		Average instruction required, does what is expected.		Learns rapidly, retains instruction, accepts criticism well.		Exceptionally fast to learn and adjust to changed conditions. Welcomes constructive criticism.		Comments:				
INITIATIVE: Consider the tendency to contribute, develop and/or carry out new ideas or methods. Consider contribution to decisions resulting in savings of time and money.	Needs constant prodding.		Rarely shows initiative.		Occasionally shows initiative.		Often shows initiative.		Consistently shows initiative.		Comments:				
COOPERATION: Consider manner of handling business relationships, attitudes toward co-workers.	Very poor cooperation.		Shows reluctance to cooperate.		Generally displays cooperative attitude		Gets along very well with associates.		Always cooperative and responsive		Comments:				

Section 1 (continued)	Improvement					Performance has deteriorated	Performance level has been maintained	Performance has improved
	Unsatisfactory	Needed	Satisfactory	Very Good	Outstanding			
PUBLIC CONTACT: Consider the attitude and responsibility toward the public. If job provides no opportunity for public contact check here [] and repeat "Cooperation" score.	1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resentful, uncooperative toward public.	Occasionally unresponsive toward public.	Generally cooperative and responsive.	Responds well toward public. Cooperative.	Always cooperative and responsive, looks for ways to improve.	Comments:		
JUDGEMENT AND COMMON SENSE: Consider whether employee thinks intelligently and makes decisions logically.	1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Poor, unreliable, often impulsive.	Inclined to be illogical, or does not consider consequences.	Generally uses good judgement and common sense.	Judgment and common sense almost always good.	Thinks quickly, logically, exceptionally sound judgement.	Comments:		
SAFETY PERFORMANCE: Consider observance of safety practices and rules, e.g. safe use and care of equipment and tools, proper housekeeping, avoidance of horseplay,	1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does not usually obey safety rules.	Some safety lapses.	Generally observes safety rules.	Observes all safety rules.	Very safety conscious.	Comments:		

FOR SUPERVISORY PERSONNEL ONLY

PLANNING, SCHEDULING, COORDINATING: Consider skill in organizing, planning scheduling, coordinating, and general leadership within own organization and, as appropriate, with other departments.	1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Poor skills in these functions.	Weak in certain aspects.	Adequate skills and performances.	Very strong in accomplishing needed functions.	Exceptional ability, looks for ways to improve.	Comments:		
EVALUATING SUBORDINATES: Consider conscientiousness and skill in preparing performance evaluations and counseling employees.	1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Makes no effort.	Little interest or understanding of need for evaluations.	Meets deadlines; adequate in evaluating.	Capable evaluator, good counselor.	Outstanding in evaluating and counseling.	Comments:		
OPERATIONAL ECONOMY AND SUPERVISORY CONTROL: Consider ability to effectively utilize labor and materials economically and effectively.	1 2 3	4 5 6	7 8 9	10 11 12	13 14 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Not cost conscious in labor or equipment.	Some deficiencies.	Adequate control.	Very capable in managing labor and material costs.	Exceptional ability, looks for cost savings, in labor and equipment.	Comments:		