

Graphic Rating Scale Appraisal

Employee Name _____ Employee Number _____

Hire Date ____/____/____

Evaluation Date ____/____/____ ____ Annual ____ Months

Job Title _____ Job Grade _____

Supervisor _____ Department _____

Evaluation of Standards

Rate the employee's performance in the categories listed using the following codes.

- (1) Needs significant improvement; far below standard.
- (2) Needs improvement to meet standards.
- (3) Good, solid; meets standard.
- (4) Highly effective; consistently exceeds standards.
- (NA) Not applicable.

Please comment on any score below (3).

Quality	1	2	3	4	NA
---------	---	---	---	---	----

- Is employee's work accurate and thorough?
- Does employee suggest ways to improve quality?
- Does employee check his work to ensure good quality?

Comments _____

Quantity	1	2	3	4	NA
----------	---	---	---	---	----

- Does employee meet established workload standards?
- Does employee meet deadlines?
- Does employee suggest ways to increase productivity?

Comments _____

Job Knowledge	1	2	3	4	NA
---------------	---	---	---	---	----

- Does employee understand all phases of assigned duties?
- Does employee learn and apply new skills to position?
- Does employee apply the skills necessary for effective performance of this job?

Comments _____

Initiative 1 2 3 4 NA

Is employee willing to accept new and/or additional responsibilities?
Does employee complete tasks with little supervision?
Does employee suggest improvements to existing procedures?

Comments _____

Cooperation 1 2 3 4 NA

Does employee assist others when time allows?
Is employee responsive to management direction?
Does employee meet deadlines and commitments?

Comments _____

Judgment 1 2 3 4 NA

Does employee regularly exercise good judgment in position?
Does employee think quickly and logically under normal situations?
Does employee think quickly and logically under pressure?

Comments _____

Communication 1 2 3 4 NA

Does employee communicate effectively with co-workers,
management, and clients?
Does employee verbalize his thoughts effectively?
Is employee able to express his thoughts in written format effectively?

Comments _____

Employee Comments _____

Employee Signature _____ **Date** ____/____/____

Supervisor/Manager Signature _____ **Date** ____/____/____