

**Hope College
Performance Appraisal Form
Exempt/Salaried Staff**

Employee Name _____ Department _____

Position Title _____ Period Covered: From _____ to _____

Date Started This Position _____ Supervisor _____

Performance Criteria - For each of the factors listed below, place a check mark by the description that most closely represents your overall judgment of the individual's performance. Comments are helpful and encouraged.

A. Job Knowledge – Consider the degree of understanding of the job and related functions and the quickness with which the employee has developed understanding of functional tasks. Consider job knowledge relative to the length of time in the current position.

- _____ Fully understands and applies the knowledge in performing all phases of job.
- _____ Understands and is capable of performing all phases of job very well.
- _____ Has adequate grasp of essential duties of job. Can proceed without special instructions on all regular work.
- _____ Fair knowledge but lacks knowledge of some important aspects of job content.
- _____ Poor job knowledge. Does not understand job duties.

Comments and/or suggestions:

B. Supervision Required - Degree of supervision required to perform job functions.

- _____ Always follows instructions; you can be absolutely sure you will get the assignment when you want it.
- _____ Regularly follows instructions; requires little follow-up.
- _____ On only a few tasks is it necessary to check up to be sure of deadlines or following of instructions.
- _____ Requires regular checking to be sure work will be done on time and in accordance with instructions.
- _____ Requires very close supervision and monitoring of all work.

Comments and/or suggestions:

C. Quantity of Work – Ability to meet performance quota required to maintain department standards under normal conditions.

- _____ Output of work is ordinarily high; regularly produces above and beyond the established requirements of position.
- _____ Output of work exceeds amount deemed necessary for normal departmental operations.
- _____ Turns out acceptable amount of work but seldom more output than is required for normal departmental operations.
- _____ Work output is occasionally below established standards.
- _____ Seldom gets work done in required time.

Comments and/or suggestions:

D. Quality of Work – Accuracy and thoroughness of the individual's work.

_____ Very thorough; mistakes are very rare.

_____ Very few errors, usually minor in nature. Work seldom has to be done over.

_____ Most work done well, usually acceptable in both accuracy and thoroughness.

_____ Work often unacceptable, frequent errors or rejections. (Use comment section).

_____ Work constantly rejected because of inaccuracies and mistakes - (use comment section).

Comments and/or suggestions:

E. Adaptability – Speed with which the individual masters new techniques or duties and grasps explanations.

_____ Exceptionally fast to learn and adjust to changed conditions.

_____ Learns easily; adjusts to changes rapidly.

_____ Adjusts to changes in methods or duties on request, with average amount of instructions.

_____ Adjusts to changes in methods or duties, but adjustment is slow and requires detailed instructions.

_____ Unable or unwilling to adjust to new methods or duties.

Comments and/or suggestions:

F. Time Management – Ability of the individual to effectively use available work time.

_____ Energetic; loses no time in starting and works right to last minute; plans work in advance so as to avoid delays.

_____ On the job at all times; very little idle time; industrious; regularly plans in advance to avoid delays.

_____ Spends no more time than necessary in talk or away from desk/work area; occasionally plans in advance to avoid delays.

_____ Spends more time than necessary in talk or away from desk/work area; sometimes causes delays in work output.

_____ Spends much time away from desk/work area, often interrupts work for idle talk.

Comments and/or suggestions:

G. Cooperation – The way in which individual handles work relationships.

_____ Goes out of the way to cooperate with others and ease conflicts

_____ Gets along well with others and is approachable.

_____ Shows acceptable behavior (not particularly friendly but not unfriendly either).

_____ Shows a reluctance to cooperate with others.

_____ Refuses to cooperate with others.

Comments and/or suggestions:

