



Administrative Performance Appraisal



Employee Name: _____
Work Location: _____

Position: _____
Review Date: _____

Performance Rating Description:

- **Exceeds Expectations** - Outstanding performance. Has exceeded in quality and scope of the major work objectives.
- **Meets Expectations** - Good performance. Has met the specified objectives. Performance is what is expected of a fully qualified and experienced person in this position.
- **Needs Improvement** - Performance falls short of meeting job requirements and expectations. (May be due to time in the position.)
- **Fails to Meet Expectations** - Poor performance. Has not met specified objectives. Performance of major job requirements is clearly unacceptable.

Areas of Evaluation:

- ATTENDANCE** — Employee is punctual and has a good overall attendance record.
- ATTITUDE** — Employee has a professional attitude toward work and colleagues.
- CUSTOMER SERVICE/RELATIONS** — Provides excellent service to our customers and/or our employees, making sure their needs are met in a timely manner.
- TEAMWORK** — Demonstrates the ability to cooperate, work, and communicate with others. Especially during periods of high volume.
- ACCOUNTABILITY** — Accepts responsibility for job requirements, admits mistakes, and is willing to do what it takes to correct them.
- WORK HABITS** — Demonstrates effective time management and organizational skills. Is able to handle multiple projects without becoming overwhelmed.
- INITIATIVE** — Welcomes opportunities for new and challenging assignments. Handles problems or situations with resourcefulness.
- OVERALL EVALUATION** — Overall performance rating.

COMMENTS/AREAS FOR FUTURE FOCUS: (Attach additional sheets if needed)

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

PAYROLL STATUS CHANGE FORM

(Approvals are required prior to discussion with employee)

Current Rate \$ _____

New Rate \$ _____

Effective Date _____

Next Review Date _____

Required Signatures:

Manager: _____

HR Manager: _____

Payroll: _____

Date: _____

Date: _____

Date: _____