

APPENDIX 8.3  
Performance Assessment Report

PERFORMANCE ASSESSMENT REPORT  
(Confidential When Completed)

Used to Evaluate Administrators

EMPLOYEE NAME: \_\_\_\_\_

General Instructions

This form consists of three parts:

- Performance Factors
- Attendance
- Overall Assessment

Complete these parts in order, following the instructions printed at the top of each part.

SIGNATURES		
PREPARED BY (Type/Print name & title)	SIGNATURE	DATE PREPARED
REVIEWED BY (Type/Print name & title)	SIGNATURE	DATE REVIEWED

**PART 2 – PERFORMANCE FACTORS**

Listed below are 10 broad job performance factors which are relevant to almost all jobs. Different levels of employee performance are described for each factor. Place an "X" in the box next to the statement which you feel best describes the employee's typical performance. If performance on the factor has not been observed, or if the factor is not part of the job, check "Cannot Rate."

WORKING ACCURATELY AND THOROUGHLY	"X"
Works Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work.	
Works Accurately and Thoroughly; Errors Seldom Found In Work.	
Accuracy of Work Generally Good; Errors Sometimes Found In Work; Usually Thorough.	
Does Not Work Carefully Enough; Leaves Too Many Errors or Overlooks Details.	
Cannot Rate	
COMMENTS/EXAMPLES	

WORK PRODUCTION	"X"
Quantity of Work Consistently Exceeds Job Requirements.	
Quantity of Work Consistently Meets Job Requirements.	
Quantity of Work Generally Meets Job Requirements.	
Quantity of Work Clearly Does Not Meet Job Requirements.	
Cannot Rate	
COMMENTS/EXAMPLES	

JOB INVOLVEMENT	"X"
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.	
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In Self-Improvement.	
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.	
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.	
Cannot Rate	
COMMENTS/EXAMPLES	

AMOUNT OF SUPERVISION REQUIRED	"X"
Starts and Completes Tasks Independently; Needs Minimal Supervision.	
Starts and Completes Tasks with Normal Supervision.	
Needs Some Extra Supervision to Complete Assigned Tasks.	
Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.	
Cannot Rate	
COMMENTS/EXAMPLES	

LEARNING NEW TASKS	"X"
Learns the Most Difficult Tasks/Procedures Very Quickly.	
Learns Tasks/Procedures with Normal Instruction.	
Learns Most Tasks/Procedures with Normal Instruction; Needs Extra Learning Time/Instruction for More Difficult Tasks/Procedures.	
Must Be Given Extensive and Repeated Instruction For Most Tasks/Procedures.	
Cannot Rate	
COMMENTS/EXAMPLES	

ORGANIZING WORK	"X"
Planning, Organization, and Work Habits are Outstanding.	
Plans and Organizes Work Well; Good Work Habits; Sets Priorities.	
Generally Organizes and Plans Work Well; Works Fairly Systematically; Usually Recognizes Priorities.	
Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits.	
Cannot Rate	
COMMENTS/EXAMPLES	

**PART 2 – (CONTINUED)**

EXERCISING JUDGMENT – SOLVING PROBLEMS	"X"
Judgment is Excellent; Solves Almost Any Work Problem.	
Shows Good Judgment; Solves Many Work Problems By Self.	
Judgment and Problem-Solving Ability are Adequate.	
Exercises Little Judgment; Shows Little Problem-Solving Ability.	
Cannot Rate	
COMMENTS/EXAMPLES	

COOPERATING AND GETTING ALONG WITH OTHERS	"X"
Gets Along Well With Almost Everyone; Goes Out of Way to Help Others.	
Gets Along Well With Others; Cooperative.	
Gets Along Satisfactorily With Others; Usually Cooperative.	
Makes Little or No Effort to Get Along With Others; Generally Uncooperative.	
Cannot Rate	
COMMENTS/EXAMPLES	

FOLLOWING INSTRUCTIONS	"X"
Follows Instructions Exactly; Seeks Assistance or Clarification When Needed.	
Follows Instructions Closely; Asks Questions or Seeks Information When Needed.	
Generally Follows Instructions; Usually Asks Questions or Seeks Information When Needed.	
Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed.	
Cannot Rate	
COMMENTS/EXAMPLES	

JOB KNOWLEDGE AND SKILLS	"X"
Understands all Job Policies and Procedures in Own and Related Jobs; Job Skills are Outstanding.	
Knows Job Procedures and Policies Well; Has Good Job Skills.	
Has Adequate Grasp of Most Job Procedures; Displays Adequate Skill in Getting Job Done.	
Job Knowledge and Skills are Minimal.	
Cannot Rate	
COMMENTS/EXAMPLES	

**PART 3 – ATTENDANCE**

ABSENTEEISM AND TARDINESS (Late arrival, early departure, extended meal periods, etc.) MAY HAVE AN UNFAVORABLE IMPACT ON AN EMPLOYEE'S ABILITY TO PERFORM HIS OR HER JOB AND ON RELATED JOB FUNCTIONS PERFORMED BY OTHERS. COMMENT BELOW ON THE IMPACT OF THIS INDIVIDUAL'S ATTENDANCE ON PERFORMANCE.

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**PART 4 – OVERALL ASSESSMENT**

DESCRIBE THE EMPLOYEE'S OVERALL PERFORMANCE DURING THE PERIOD UNDER REVIEW (INCLUDE MAJOR STRENGTHS AND JOB IMPROVEMENT NEEDS). IF PERFORMANCE HAS DECLINED SINCE THE LAST ASSESSMENT, WHAT IS BEING DONE BY YOU AND EMPLOYEE TO CORRECT IT?

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REVIEWER'S COMMENTS

DATE THIS PERFORMANCE ASSESSMENT WAS DISCUSSED WITH EMPLOYEE	MONTH-DAY-YEAR
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