

# Employee Performance Appraisal

**Employee Name:**

**Job Title:**

**Supervisor Name:**

**Check Appropriate Category:**

Annual Performance Appraisal (Year Ending December 31, 2012)

Six Month Probation Review

## **SIGNATURES**

Employee and Supervisor must sign and date below.

EMPLOYEE – I have read and understand this performance appraisal;

SUPERVISOR(S) – I have discussed this appraisal with the employee.

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Employee's Signature/Date

Supervisor's Signature/Date

**SECTION A: APPRAISAL OF ANNUAL OBJECTIVES, JOB DUTIES AND OTHER**

**ACCOMPLISHMENTS** – Employee and supervisor assess employee’s performance based on annual objectives in the work plan. Any other accomplishments not addressed in the work plan should also be added. Consult with your supervisor regarding whether to write about each objective separately or to do a summary of all objectives combined. Regardless of the format used, focus on highlights of accomplishments and performance results rather than a detailed summary of the work done during the appraisal process.

1. EMPLOYEE’S SELF-ASSESSMENT:

***EMPLOYEE’S RATING OF OVERALL ACCOMPLISHMENT OF WORK OBJECTIVES (CIRCLE ONE)***

Below            Met            Exceeded

2. SUPERVISOR’S ASSESSMENT:

***SUPERVISOR’S RATING OF EMPLOYEE PERFORMANCE IN REGARDS TO ANNUAL OBJECTIVES***

Below            Met            Exceeded

**SECTION B: CORE COMPETENCIES**

The Library wants to encourage and maintain a healthy work environment. The following core competencies have been identified as skills that are present in a healthy work environment. Review the following competencies and then assess performance. Talk to your supervisor about whether or not they wish you to review each competency or whether they want you to summarize your performance on all of the competencies

Employees

- Will be customer focused
- Will engage in continual learning
- Will be committed to the team and organization
- Will communicate clearly and concisely
- Will be resourceful and independent

EMPLOYEE’S ASSESSMENT:

***EMPLOYEE’S RATING OF OVERALL ACCOMPLISHMENT OF CORE COMPETENCIES (CIRCLE ONE)***

Below            Met            Exceeded

SUPERVISOR’S ASSESSMENT:

***SUPERVISOR’S RATING OF OVERALL ACCOMPLISHMENT OF CORE COMPETENCIES (CIRCLE ONE)***

Below            Met            Exceeded

## **SECTION C: PERFORMANCE STRENGTHENING**

- **PERFORMANCE STRENGTHENING:** Based on the assessments in Sections A and B, supervisor and employee identify areas targeted for strengthening performance and recommend appropriate training and skills development objectives. Comment on any performance standard rated as “below” and include specific examples of the deficient actions, the impact on the program or staff, and suggestions for improvement.

Recommendations identified in this section should be included in the employee’s new fiscal year objectives.

1. **EMPLOYEE’S RECOMMENDATIONS:**

2. **SUPERVISOR’S RECOMMENDATIONS:**

**SECTION D: CAREER DEVELOPMENT**

- CAREER DEVELOPMENT: Where would you like to go? What, if anything, would you like to do next? If that can't happen what would you like to do in this job? What parts do you enjoy? What parts do you dislike?

SUMMARY OF EMPLOYEE'S RESPONSE TO ABOVE QUESTIONS:

SUPERVISOR'S SUGGESTIONS FOR TRAINING AND/OR NEXT YEAR'S WORK PLAN: