



PERFORMANCE APPRAISAL

OFFICE OF THE TOWN MANAGER

One Main Street, Box 1 Upton, MA 01568

EMPLOYEE NAME _____

TITLE _____

GRADE _____

DATE _____

ANNUAL / PROBATIONARY
(circle one)

TIME IN POSITION _____

DATE OF HIRE _____

DEPARTMENT _____

EFFECTIVE DATE _____

SIGNATURES AND COMMENTS

Manager comments:

Manager signature _____ Date _____
Mandatory

Manager 2 comments:

Manager 2 signature _____ Date _____
Optional

Employee comments:

Employee signature * _____ Date _____
Mandatory

* Employee signature represents that the employee has read, reviewed with his/her supervisor, and understands the information contained within the Performance Appraisal. It does not mean that an employee agrees with the contents. An employee has the right to add an amendment to the Performance Appraisal.

I. Appraisal of Past Performance

A. Performance against previously specified objectives:

Record specific measurable tasks and objectives and evaluate the employee's progress in meeting these tasks and objectives. Each Goal should be S-A-M: Specific, Attainable, Measurable.

List below those goals from the previous period. Describe the status of each, the quality of performance and any required follow-up or on-going responsibilities.

Objective	Rating	Comments

B. Performance against professional skills and responsibilities (general factors):

Rate the employee on the following factors, using these ratings:

5. **Consistently Exceeds Expectations:** The employee consistently and significantly exceeds the normal expectations on the factor being rated. Unusually high level of excellence and skill.
4. **Exceeds Expectations:** The employee often exceeds the normal expectations on the factor being rated. Better than average but not outstanding.
3. **Meets Expectations:** The employee meets the normal expectations on the factor being rated.
2. **Partially Meets Expectations:** The employee occasionally falls below the normal expectations on the factor being rated. Improvement is needed to the employee to be considered fully acceptable or satisfactory on this factor.
1. **Does Not Meet Expectations:** The employee falls significantly below the normal expectations on this factor. Substantial improvement is required. Improvement Plan is to be instituted.

Consider the Position Criteria rating required to perform the job (see Position Criteria Ranking Sheet). Cite pertinent job-related examples for each skill and indicate appropriate rating.

GENERAL PERFORMANCE FACTORS	5	4	3	2	1	COMMENTS
1. JOB KNOWLEDGE-depth of understanding of the content and procedures of the job and of the field of specialization.						
2. PRODUCTIVITY, QUALITY OF WORK-thoroughness, accuracy, and completeness exhibited in routine assignments and special projects. Makes use of resources to meet quality standards. Works to complete assignment within the established time frames.						
3. RESPONSIVENESS TO SUPERVISION-timeliness of pursuing & completing tasks & objectives; acceptance of responsibility and assignments.						
4. PLANNING/ORGANIZING SKILLS-planning, scheduling, coordinating tasks and assignments efficiently. Priorities consistent with those of the department objectives.						

GENERAL PERFORMANCE FACTORS	5	4	3	2	1	
5. JUDGMENT- Identify, analyze, and evaluation of situations; success in reaching correct or optimum decisions. Generates alternative solutions and utilizes judgment in making recommendations or choosing a particular course of action.						
6. INTERPERSONAL EFFECTIVENESS -ability and desire to cooperate with others toward the best interest of all concerned. Maintains positive and cooperative working relationships by developing rapport and trust and accepting interpersonal differences.						
7. INITIATIVE-ability to organize or develop constructive ideas; to perform new or assigned tasks in a self-directed manner.						
8. SELF DEVELOPMENT-desire to improve performance and to strengthen both personal and job skills.						
9. COMMUNICATION SKILLS-ability to communicate with superiors, peers, and subordinates.						

C-1. Overall Performance in meeting expectations of the position:

___ 5. Consistently ___ 4. Exceeds ___ 3. Meets ___ 2. Partially Meets ___ 1. Does not

NOTE: Overall performance is based upon and consistent with the rankings of general performance factors above

C-2. Comments on overall performance:

D. Contributions to Team/Group/Department:

E. Assessment of personal strengths:

F. Assessment of personal developmental needs: *Describe*

G. Training recommended for individual development:

Considering your comments in E and F above, what final understanding regarding future work improvements, possible training, career advancement, etc. will be discussed in the appraisal interview?

II. Objectives for future performance:

These goals will be the basis for the employee's next evaluation.

Goals MUST be S-A-M Specific, Attainable, & Measurable (see guidelines for specific reference information)

Objective	Completion Date	Expected Results and Measures
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