

**Nonexempt Staff Performance Appraisal**

<b>Staff Member</b>	<b>Date</b>
<b>Job Title</b>	<b>Review Period</b>
<b>Department</b>	<b>Supervisor</b>

**SECTION I – WORK HABITS AND PERFORMANCE**

PERFORMANCE FACTOR	Improvement needed, not all standards are met	Fully successful in meeting work standards	Exceeds standards
<b>ATTENDANCE</b>	<input type="checkbox"/> Often late, absent, or does not return on time from breaks. Doesn't always follow procedures for calling in absent or late.	<input type="checkbox"/> Seldom absent or tardy. Uses leave time in accordance with procedure.	<input type="checkbox"/> Absent or late for work less than 1-2 times a year. Follows break times. Uses leave time in accordance with procedure.
<b>COMMENTS:</b>			
<b>PROFESSIONAL APPEARANCE</b>	<input type="checkbox"/> Not always dressed in a neat, clean and/or professional manner.	<input type="checkbox"/> Comes to work in a neat, clean, and professional appearance. Maintains good hygiene.	<input type="checkbox"/> Always maintains a professional, neat, clean, and well-groomed appearance.
<b>COMMENTS:</b>			
<b>INITIATIVE IN WORK IMPROVEMENT</b>	<input type="checkbox"/> Does not apply what is learned in training; resists new ideas and change; unwilling to help others.	<input type="checkbox"/> Accepts training and/or coaching; willing to try new ideas and changes; helps others when asked.	<input type="checkbox"/> Always willing to accept new ideas and change; offers suggestions; applies what is learned in training; offers to help others.
<b>COMMENTS:</b>			
<b>OPERATION/USE OF EQUIPMENT AND MATERIALS</b>	<input type="checkbox"/> Does not always take care of equipment or supplies; sometimes wastes supplies.	<input type="checkbox"/> Uses equipment and supplies properly; reports problems when discovered.	<input type="checkbox"/> Always uses equipment and supplies in a safe and proper manner; helps others to use them properly; prevents waste.
<b>COMMENTS:</b>			
<b>SAFETY</b>	<input type="checkbox"/> Does not always follow good safety procedures and sometimes does not look out for the safety of others.	<input type="checkbox"/> Follows proper safety procedures and reports problems when discovered.	<input type="checkbox"/> Always works in a safe manner and looks out for the safety of others; reports problems when discovered.
<b>COMMENTS:</b>			
<b>QUALITY OF WORK AND PRODUCTIVITY</b>	<input type="checkbox"/> Sometimes work assignments are not finished or not done properly; deadlines may not be met; sometimes delays affect the work of others.	<input type="checkbox"/> Consistently finishes work on time and is done properly. Few delays that impact the work of others.	<input type="checkbox"/> Always performs work on time or before deadline; suggests improvements; work has few errors.
<b>COMMENTS:</b>			

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<b>JUDGMENT AND DECISION-MAKING</b>	<input type="checkbox"/> Sometimes makes poor decisions and does not ask questions or ask for help when help is needed.	<input type="checkbox"/> Knows when to ask for help or guidance; consistently makes good decisions.	<input type="checkbox"/> Knows the consequence of actions and decisions; reliable in asking for help/guidance and offering it.
<b>COMMENTS:</b>			
<b>SUPERVISION REQUIRED</b>	<input type="checkbox"/> Often needs close supervision; work needs to be checked frequently to avoid or correct mistakes.	<input type="checkbox"/> Works successfully and gets the job done without continuous supervision.	<input type="checkbox"/> Requires little supervision; able to act independently within set guidelines.
<b>COMMENTS:</b>			

### SECTION II – COMMUNICATION AND COOPERATION

<b>PERFORMANCE FACTOR</b>	<b>Improvement needed, not all standards are met</b>	<b>Fully successful in meeting work standards</b>	<b>Exceeds standards</b>
<b>ACCEPTANCE OF SUPERVISION AND GUIDANCE FROM OTHERS</b>	<input type="checkbox"/> Does not always follow directions; often objects to or complains about assignments.	<input type="checkbox"/> Follows directions; asks question to check understanding; rarely questions an assignment.	<input type="checkbox"/> Follows directions willingly and promptly. Asks questions when needed; does not object or question assignments.
<b>COMMENTS:</b>			
<b>CUSTOMER SERVICE</b>	<input type="checkbox"/> Sometimes rude to customers; shares work-related issues or talks about co-workers in front of customers.	<input type="checkbox"/> Consistently polite and cheerful with customers; often can handle upset customers and knows when to ask for help; rarely talks about work issues or co-workers in front of customers.	<input type="checkbox"/> Always polite to customers; can handle different situations with customers without help (even when they are upset); is always aware of what to talk about in front of customers.
<b>COMMENTS:</b>			
<b>COMMUNICATION</b>	<input type="checkbox"/> Often is unwilling to communicate with others which affects own work and work of others. Sometimes uses offensive words or swears.	<input type="checkbox"/> Willing to communicate with others. Does not swear or use offensive words.	<input type="checkbox"/> Communicates clearly; always uses respectful words; Clear and precise in communications with others. Discourages use of profanity.
<b>COMMENTS:</b>			
<b>RELATIONSHIP WITH FELLOW EMPLOYEES</b>	<input type="checkbox"/> Does not cooperate with others; may gossip or spread rumors; is not willing to help others or work in a team.	<input type="checkbox"/> Cooperative and willing to help others; rarely engages in gossip; helps others when asked.	<input type="checkbox"/> Always cooperates with others; never gossips and discourages others from gossiping; volunteers to help others.
<b>COMMENTS:</b>			

**SECTION III – LEAD STAFF ONLY**

PERFORMANCE FACTOR	Improvement needed, not all standards are met	Fully successful in meeting work standards	Exceeds standards
<b>GIVING GUIDANCE AND DIRECTION TO OTHERS</b>	<input type="checkbox"/> Gives unclear guidance and direction; does not check to make sure instructions are understood or done correctly.	<input type="checkbox"/> Gives guidance that is clear and results in work being done properly by other staff; checks to make sure instructions are understood.	<input type="checkbox"/> Gives clear and timely guidance; makes sure staff understand directions; checks with staff as work is being done to make sure it is done properly and on time.
<b>COMMENTS:</b>			
<b>PLANNING AND ORGANIZING</b>	<input type="checkbox"/> Often disorganized and work plans are in complete; delays result or deadlines are missed.	<input type="checkbox"/> Makes good, clear plans each day; knows when to make changes to meet changing needs or assignments.	<input type="checkbox"/> Very effective in planning and organizing work; able to respond quickly to changes and adjust work plans; able to explain changes clearly to staff.
<b>COMMENTS:</b>			
<b>PERFORMANCE OF LEAD JOB DUTIES</b>	<input type="checkbox"/> Does not regularly check work of others or give feedback to staff and/or supervisor. Often does not give proper and effective guidance in absence of manager(s).	<input type="checkbox"/> Regularly checks work and gives good and clear feedback to staff and/or supervisor. Makes sure assignments are completed. Gives good and effective guidance in absence of supervisor.	<input type="checkbox"/> Can be relied on to give timely and clear guidance to staff; anticipates work needs and able to solve problems. Knows when to contact supervisor.
<b>COMMENTS:</b>			
<b>QUALITY OF LEADERSHIP</b>	<input type="checkbox"/> Does not set a good example; may intimidate others to get work done.	<input type="checkbox"/> Leads by example. Models effective and respectful work place behaviors. Generates cooperation from staff.	<input type="checkbox"/> Always sets a good and effective example; shows respect; fosters teamwork and cooperation among staff.
<b>COMMENTS:</b>			

**OVERALL RATING**

- Exceeds Standard
- Fully successful in most areas and exceeds standards in some
- Fully successful in meeting work standards
- Successful in most areas and needs improvement in some
- Improvement needed, not all standards are met

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**Areas requiring further training and/or development:**

**Supervisor's/Manager's additional comments:**

**Employee's comments**

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Note to employee: You are being asked to sign a copy of your evaluation to indicate you have had the opportunity to review it and are aware of how your supervisor/manager has evaluated your performance during the year. By signing the form, you do not necessarily imply that you agree with the evaluation, but rather acknowledge that you have seen it. If you do not agree with the evaluation, you are encouraged to reply in writing, either on the reverse of this form or on additional pages. The signed evaluation and any written response become a part of your employment record.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's/Manager's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Employee was given a copy of his/her completed and signed evaluation.