

This example of an Employee Performance Review Form may be adapted for use in your agency. You may need to select, refine or add categories to meet your needs.

Sample Employee Performance Appraisal Form
Small and Medium Sized Voluntary Sector Agency
(Adapted from the University of Vermont's Employee Appraisal Form)

Employee's Name:	
Job Title:	
Department:	
How Long Employee Has Been In This Position:	
Review Period:	<i>from (date) to (date)</i>

Mission of the Agency

EXAMPLE: Our agency is committed to providing fair and equitable service to the homeless in our city. We provide food, shelter and support to those persons in need without judgement. Our agency is committed to identifying social, economic, psychological, emotional and spiritual support to the men, women and their children who are temporarily homeless in our city.

Employee Mission Statement

EXAMPLE: Our agency is committed to providing fair and transparent processes around employee recruitment, training and promotion. Our agency is committed to regular performance reviews for all levels of employees in our organization.

Each employee is entitled to a thoughtful and careful review. Performance review success depends on both the supervisor's willingness to complete a constructive and objective assessment, and on the employee's willingness to respond to constructive suggestions for improvement and to work with the supervisor to identify and overcome performance barriers.

PART I – GOALS

Goals Specific to Employee during the Assessment Period

Goal #1: *Indicate goal here*

a. Extent of accomplishments and achievements:

-

b. Areas for growth and/or improvement:

-

Goal #2:

a. Extent of accomplishments and achievements:

-

b. Areas for growth and/or improvement:

-

Goal #3:

a. Extent of accomplishments and achievements:

-

b. Areas for growth and/or improvement:

-

Future Goals for the Individual

Goal #1: *Indicate goal here*

a. Objective of the goal:

-

b. Resources and support required (i.e., course work, other training, equipment, supervisor access or funding)

-

Goal #2:

a. Objective of the goal:

-

b. Resources and support required (i.e., course work, other training, equipment, supervisor access or funding)

-

Goal #3:

a. Objective of the goal:

-

b. Resources and support required (i.e., course work, other training, equipment, supervisor access or funding)

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Part II – PERFORMANCE CATEGORIES

1. WORK QUALITY

Standard: Provides accurate, thorough, professional work regularly.

• *Insert comments here*

2. JOB KNOWLEDGE

Standard: Well-informed and educated in performing to the level expected for the job.

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3. NEW KNOWLEDGE

Standard: Seeks new knowledge, applies it to the job and shares it with others.

<ul style="list-style-type: none"> •
<p>4. ORGANISATION & PLANNING</p> <p><i>Standard: Organizes, plans, and forecasts work skillfully to meet job needs.</i></p> <ul style="list-style-type: none"> •
<p>5. ANALYSIS & JUDGEMENT</p> <p><i>Standard: Analyses problems skilfully; uses logic and good judgement to reach solutions.</i></p> <ul style="list-style-type: none"> •
<p>6. DEPENDABILITY & CONSISTENCY</p> <p><i>Standard: Personally responsible, steadfast and can be called upon for difficult and pressured challenges.</i></p> <ul style="list-style-type: none"> •
<p>7. COMMUNICATION</p> <p><i>Standard: Communicates knowledge clearly, accurately and thoroughly.</i></p> <ul style="list-style-type: none"> •
<p>8. LISTENING SKILLS</p> <p><i>Standard: Listens attentively and responds thoughtfully to needs, goals and aspirations.</i></p> <ul style="list-style-type: none"> •
<p>9. INTERPERSONAL SKILLS</p> <p><i>Standard: Works well with others; gets things done with people, and keeps information lines open at all levels.</i></p> <ul style="list-style-type: none"> •
<p>10. INITIATIVE</p> <p><i>Standard: Helps to determine the needs of the work place; helps all to meet the goals.</i></p> <ul style="list-style-type: none"> •
<p>11. TEAMWORK</p> <p><i>Standard: Co-ordinates own work with others, seeks opinions, values working relationships.</i></p> <ul style="list-style-type: none"> •
<p>12. RESOURCE USE</p> <p><i>Standard: Effectively uses human resources and funds available to accomplish the job.</i></p> <ul style="list-style-type: none"> •
<p>13. SERVICE-CENTRED WORK</p> <p><i>Standard: Regularly seeks to provide quality service to achieve customer satisfaction.</i></p> <ul style="list-style-type: none"> •
<p>14. MULTICULTURALISM & DIVERSITY SUPPORT</p> <p><i>Standard: Demonstrates a responsible commitment to multiculturalism and diversity.</i></p> <ul style="list-style-type: none"> •
<p>15. ATTENDANCE & PUNCTUALITY</p> <p><i>Standard: Regularly present and punctual.</i></p> <hr/> <ul style="list-style-type: none"> •

16. SAFETY & HEALTH OBSERVANCE

Standard: Regularly attentive to safety and health regulations.

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Part III – OVERALL COMMENTS

1. Supervisor's Overall Comments:

Print Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

2. Reviewer's Comments:

Print Reviewer's Name: _____

Reviewer's Signature: _____

Date: _____

3. Employee's Comments:

Print Employee's Name: _____

Employee's Signature:** _____

Date: _____

***Acknowledges the receipt of copy of performance review and opportunity to respond only, does not mean agreement or disagreement.*