

William Caspar Graustein Memorial Fund
2012 Performance Appraisal

Employee Name

Job Title

Reviewer name

Job Title

Review Period

Review Date

- 1. What were the objectives/special projects of the employee during this review period? Include any that were added during the period. (List below):**

Comments from Discussion:

- 2. Have the objectives been achieved, or exceeded? Please explain for each objective:**

Comments from Discussion:

3. Job Description:

- Please assess employee's performance on each of the responsibilities in the job description. (See attached Job Description) (A separate page can be attached to assess job performance.)
- Please list below the three most important things employee does in his/her job. Are these reflected in employee's job description? (See attached.)
 - 1.)
 - 2.)
 - 3.)
- Does the current job description accurately reflect the responsibilities of this employee?
yes no

If no, draft any necessary changes to the job description; add new responsibilities; delete responsibilities no longer appropriate. Attach to this form.

Comments from Discussion:

4. What are at least three valuable strengths the employee brings to his/her responsibilities?

Comments from Discussion:

5. What skills and abilities has the employee developed or strengthened since the last review?

Comments from Discussion:

6. What performance needs improvement or strengthening? What is needed for this to happen?

Comments from Discussion:

7. How could the employee work more effectively with others? As a leader? As a team member?

Comments from Discussion:

8. How can the Memorial Fund support the employee and help him/her excel? (Training, coaching, type of supervision, office equipment, information/communication, etc.)

Comments from Discussion:

9. What are the job objectives/special projects for the employee for the next review period?
(Please list them on the attached form)

10. Every employee of the Memorial Fund is expected to have a professional development plan annually. What is the development plan for this employee for the coming year? (Use attached form.)

11. Supervisor only: Please score the employee below, with 4 being high or best. Provide the rationale for your score and give specific examples when the review is discussed.

Work product is consistently of high quality (*consider: originality, accuracy, attention to detail, timeliness, organization, degree of supervision needed, etc.*)

① ② ③ ④

Please explain this score _____

Comments from Discussion:

Dependability (*consider: meeting deadlines, availability to others, attendance, punctuality, follow-up, following instructions well, keeping commitments, etc.*)

① ② ③ ④

Please explain this score _____

Comments from Discussion:

Communication (*consider: keeps others informed, uses language effectively, uses WCGMF Communication Guidelines, expresses ideas clearly, uses grammatically correct oral and written language*)

① ② ③ ④

Rationale for this score _____

Comments from Discussion:

Ability to manage work (*consider: ability to identify problems, ability to prioritize work, decision-making skills, ability to problem solve, ability to manage time and work load, ability to effectively guide others as a manager or guide a task or project.*)

① ② ③ ④

Rationale for this score _____

Comments from Discussion:

Initiative and attitude (*consider: interested in own work and work of others, works well for and with others, handles confrontations and conflict well, effectively collaborates, suggests solutions to problems, shows openness to change, poise under pressure*)

① ② ③ ④

omments/Summary of Overall Assessment:

Rationale for this score _____

Comments from Discussion:

Contributions to Team (*consider: assists and supports other team members, keeps the focus on the overall work plan and organizational goals, offers suggestions to enhance the work of other team members and welcomes their suggestions, informs team members in advance when assistance will be needed, connects team activities and maximizes team effectiveness*)

- ① ② ③ ④

Please explain this score _____

Comments from Discussion:

Overall score for performance (questions 1 through 11.)

①	Does not meet expectations. (Is rarely acceptable.)
②	Sometimes meets expectations. (Is occasionally unacceptable.)
③	Consistently meets, occasionally exceeds expectations. (Thoroughly understands and displays commitment to organization.)
④	Frequently exceeds expectations. (Always displays outstanding commitment to organization. Can be counted on for outstanding performance.)

Employee's Signature

Date

Supervisor's Signature

Date

William Caspar Graustein Memorial Fund

2012 Objectives/Special Projects

Employee's name

Title

Performance Objectives and Measures of Success

1.

2.

3.

4.

5.

6.

Development Objective(s)

1.

2.

Employee's Signature

Date

Supervisor's Signature

Date