



CLASSIFIED STAFF

Monthly Performance Appraisal

(Required for all employees in probationary status as a result of initial appointment, promotion, probation or transfer)

Employee's Name: _____ Due Date: _____

Employee's Title: _____ Line No. _____

Date of Appointment: _____ Length of Probation: Up to _____ weeks

Supervisor's Name: _____ Appraisal Period: _____ to _____

Appraisal Categories	Exceeds Expectations	*Meets Expectations	Does Not Meet Expectations	Not Applicable	Not Observed This Period
Required Skills: Has mastered or is working to master skills required of the position.					
Quality of Work: Work performed is accurate, timely, neat and safe. Meets quality standards.					
Acceptance & Implementation of Suggestions: Accepts constructive feedback from supervisor and takes steps to implement for improvement or change.					
Quantity of Work: Completes assigned work on time. Demonstrates flexibility in order to accommodate special needs.					
Work Habits: Follows instructions, demonstrates care for equipment, uses safety considerations, works without close supervision (as necessary.)					
Initiative & Dependability: Can be depended upon to carry out assigned tasks to completion. Alert to opportunities to improve methods and skills.					
Attitude & Cooperation: Gets along well with co-workers, works harmoniously with others, demonstrates enthusiasm for work.					
Communication Skills: Listens to instruction and solicits feedback ensuring understanding of policies and tasks.					
Attendance & Punctuality: Understands attendance policies and keeps absences to a minimum. Adheres to arrival, break and departure times.					
Personal Appearance: Demonstrates cleanliness, good grooming and appropriate attire.					

*The term "meets expectations" recognizes consistently good performance in this category for the rating period.

Comments: (Required for categories rated as "does not meet expectations" optional for all other ratings.)

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____