



Performance Planning & Appraisal

CONFIDENTIAL

Personal information

Name: _____ Date of hire: _____
Position: _____ Date in this position: _____
Function: _____
Name of immediate supervisor: _____

Interview dates

Interview to assign targets date: _____
Annual evaluation interview date: _____

PERFORMANCE RATING DEFINITIONS

- 1 INADEQUATE:**
Performance is below minimal job standards and requirements.
- 2 NEEDS IMPROVEMENT:**
Performance does not meet job standards and requirements in some areas. Improvement in identified areas is required; timelines for improvement should be established.
- 3 ADEQUATE (MEETS EXPECTATIONS):**
Performance meets job standards and requirements. Work is steady, reliable and competent.
- 4 VERY GOOD:**
Performance consistently exceeds job standards and requirements. Even the most difficult and complex job components are performed proficiently and thoroughly. Displays initiative beyond requirements. Makes sound and timely decisions.
- 5 EXCELLENT:**
Performance clearly and substantially exceeds job standards and requirements. Makes significant contributions to Company. Initiates, plans for and accomplishes targets. Decisions are invariably sound.