



## 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.