

ABC Catering

PERFORMANCE APPRAISAL FORM BY MANAGER

Name: _____

Position: _____

Evaluation Period: From: _____ **To:** _____

Managers should provide specific evaluation items for each category below. Each item should have been discussed with the employee at the beginning of the evaluation period.

Quality – *accuracy, attention to details, initiative, customer focus.*

RATING

General Effectiveness – *accomplishments, productively, reliability in meeting deadlines, project control/completion, initiative.*

RATING

Job Knowledge - technical *expertise, knowledge of work procedures.*

RATING

Team Work/Communication – *works and communicates effectively with associates, management, and customers.*

RATING

Judgment/Decision Making – *makes sound, logical decisions, considers relevant factors.*

RATING

D - Distinguished	Highest level of performance. Rarely achieved. Consistently outstanding and exceptional. Performance is far above what is expected in all or most major categories for job description and position.
E – Exceeds Expectations	Substantially and consistently above expectancy in most major categories for job description and position. Performance is consistently noticeably better than meeting expectations.
M – Meets Expectations	Performance consistently meets expectancy of most major categories for job description and position. Goals and objectives are met in a timely and proficient manner.
B – Below Expectations	Probationary status. There is a noticeable need for improvement. Performance does not meet what is expected for job description and position and the employee should be reviewed within three months of this rating. Termination of employment must be considered if performance does not improve.

OVERALL PERFORMANCE RATINGS: *The four performances ratings are shown above.*

RATING

A. Career Goals/Development & Education Plans.

B. Objectives – *should be specific and measurable.*

C. Comments

This performance review was discussed with me.

Employee Signature

Date

Employee Comments:

Manager’s Signature: _____

Date: _____