

Ingram & Co. Inc.

Employee Performance Appraisal

Employee Name _____

Employer _____

Position _____

Date employee began _____

Date of last appraisal _____

Reason for Appraisal

- Progress Appraisal
- Promotion

- Unsatisfactory Performance
- Other

O - Outstanding Performance - exceptional in all areas and is recognizable as being far superior to others.

I - Improvement Needed - Performance is deficient in certain areas. Improvement is necessary.

E - Exceeds Expectations - results clearly exceeded most position requirements. Performance is of high quality and is achieved on a consistent basis.

U - Unsatisfactory - Results are generally unacceptable and require immediate improvement. No

M - Meets Expectations - Competent and dependable level of performance. Meets performance standards of the job.

N/A - Not Applicable or too soon to rate.

Quality – The extent to which an employee’s work is accurate, thorough, effective and meets or exceeds the standards established by the company supervision and customers.

Rating _____ Comments _____

Productivity – The extent to which an employee produces an expected volume of work efficiently in a specified period of time. The extent of value added to the company and profitability of the work group. Rating _____ Comments _____

Job/Company Knowledge – Their extent to which an employee executes the practical, technical knowledge and skills to do the job and demonstrates the ability to continue to expand and improve that knowledge and skills. Rating _____ Comments _____

Customer Service – Develop customer (internal and external) relationship by making efforts to listen to and understand the customer; Anticipating and providing solutions to customer needs; Giving high priority to customer satisfaction. Rating _____ Comments _____

Availability – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Rating _____

Comments _____

Integrity – Honesty and dependability in exchanging information and commitments. The extent to which an employee earns and fulfills others' trust. Rating _____ Comments _____

Flexibility – Degree to which employee adapts to and accepts change in all aspects of the job and the business. Rating _____ Comments _____

Adherence to Policy – The extent to which an employee obeys and follows instruction, safety and conduct rules, as well as adhering to company policies. Rating _____

Comments _____

Teamwork – The extent to which an employee is willing and able to cooperate, communicate and work with co-workers, supervisors and customers. Rating _____ Comments _____

Initiative/Problem Solving/Decision Making – Performs with minimal supervision, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, and makes practical, routine decisions. Rating _____ Comments _____

Accomplishments or new abilities demonstrated since last review: _____

Specific areas of improvement needed: _____

Recommendations for professional development (seminars, training, schooling, etc.): _____

Absences: Number of incidents _____ Number of days _____

Employee Comments: _____

Date: _____ Employee Signature: _____

Follow-up requested/desired: yes / no Follow-up date: _____

Evaluator's signature: _____ Date: _____