

<b>HMS Employee Review</b>
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Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Annual Review

Review Period: From \_\_\_\_\_ To \_\_\_\_\_

**Purpose:** The purpose of conducting the Performance Appraisal is to: Develop better communication between the employee and the supervisor; Improve the quality of work; Increase productivity; and Promote employee development.

**Performance Rating Categories:** Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

**O- Outstanding.** Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

**E- Exceeds Expectation.** Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

**M- Meets Expectation.** Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

**I-Improvement Needed.** Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/ or supervision.

**N/A-** Not applicable or too soon to rate

1. Is enthusiastic about his/her work and shares that enthusiasm with coworkers and clients.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

2. Maintains a professional relationship with students, teachers, supervisors, staff, parents, and clients.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

3. Accepts suggestions for professional improvement.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

4. Helps others with tasks when possible to support the total team effort.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

5. Is punctual to work and assignments and meets work deadlines.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

6. Is dependable to be at work and to complete assigned tasks as needed.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

7. Maintains confidentiality within the community and workplace.

Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

8. Demonstrates pride in his/her work.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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9. Is honest and trustworthy.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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10. Is neat and appropriately dressed.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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11. Has the ability to effectively express ideas and information.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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12. Works without constant supervision.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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13. Is well organized and uses resources wisely

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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14. Takes proper care of equipment

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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15. Complies with and follows all safety rules and regulations.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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16. Pays attention to detail.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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17.. Is willing to take additional training to improve/expand job skills.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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18. Maintains a high quality of work and performance.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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19. Maintains composure and professionalism in difficult situations.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A
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20. Reports back in a timely fashion and keeps staff informed.

- Outstanding     Exceeds Expectations     Meets Expectations     Improvement Needed     N/A

21. Is willing to work extra/overtime to meet goals.

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Improvement Needed
- N/A

22. Manages multiple tasks while meeting deadlines.

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Improvement Needed
- N/A

<p><b>Overall Performance</b>-Rate employee's overall performance in comparison to position duties and responsibilities.</p>
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|--|---|---|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Outstanding</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceeds Expectations</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Meets Expectations</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Improvement Needed</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul> |
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Complete All of the Following Sections:

1. Accomplishments or new abilities demonstrated since last review:

2. Specific areas of needed improvement:

3. Recommendations for professional development (seminar; training, schooling, etc.):

4. Employee Comments:

Discussed/ Reviewed with employee on:

Administration/ Supervisor Signature: Date:

Employee Signature: Date: