



**Local 153 PERFORMANCE APPRAISAL by Supervisor**

**2020 - 2021**

Employee: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

For each factor being rated, place a check mark at any point on the line which best describes performance.

**Quality of Work:**

\_\_\_\_\_  
Rarely makes mistakes                  Few errors, neat work                  Frequently careless, sloppy work

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Quantity of Work:**

\_\_\_\_\_  
Exceptionally fast & productive                  Satisfactory                  Exceptionally slow

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Willingness to Improve:**

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Takes initiative in seeking ways to improve

Takes steps to improve when opportunities are clearly evident

Never seeks ways to improve. Rejects suggestions for improvement

Comments:

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**Dependability:**

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Exceptionally good meeting deadlines

Usually meets deadlines

Frequently meets deadlines

Comments:

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**Cooperation with Procedures and Supervisors:**

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Thoroughly understands procedures, makes exceptional efforts to achieve best results

Understands procedures, devotes effort to follow through

Frequently fails to follow through

Comments:

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**Willingness to Work with Others:**

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Almost always cooperative

Usually cooperative

Frequently abrasive

Comments:

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**Self-Sufficient:**

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Has mastered all phases  
of work

Works independently most of  
the time

Frequently needs instructions  
and checking

Comments:

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**Work Organization:**

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Work is exceptionally  
well-organized

Reasonably well-organized

Frequently needs help

Comments:

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**Overall Performance:**

Performance consistently beyond requirements	Performance beyond requirements	Competent Performance	Performance below requirements	Performance greatly limited
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Comments:

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**Indicate any major performance achieved during this review period:**

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**Comment on performance areas in which improvement or development is indicated:**

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**Supervisor's Comments:** Record any further comments regarding the performance of the employee.

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\_\_\_\_\_  
Signature of Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

