

## Employee Performance Appraisal Form

<b>Employee Name:</b>	<b>Job Title:</b>	<b>Department:</b>
<b>Performance Review Period:</b>	<b>From: JANUARY 1, 2013</b>	<b>To: DECEMBER 31, 2013</b>
<b>Written By:</b>	<b>Title:</b>	<b>Department:</b>

### PERFORMANCE STANDARDS

Complete each performance area described below and assign the appropriate performance rating and point factor. Rating descriptions are provided below. Provide supporting rationale and or examples for each area of review where applicable.

Providing supporting rationale and or examples for each area of review is optional, except in the cases of 'Exceptional', 'Improvement Required', or 'Unsatisfactory.'

Each area should be assigned one of the following ratings & assigned point factors:

Rating	Performance Point Factor
Exceptional	9 – 10
Highly Effective	7 – 8
Effective	5 – 6
Improvement Required	3 – 4
Unsatisfactory	1 – 2

**\*\*Note:** Point factors should only be assigned to category ratings. An employee's overall rating is determined by calculating the simple average of the review categories.

**Exceptional** – Contributions and excellent work are widely recognized. Performance consistently exceeds all defined expectations, producing important and impactful results, through superior planning, execution or creativity.

**Highly Effective** - Most performance objectives exceed expectations. Projects and objectives are completed in a manner that expands the day-to-day scope of position and increases the impact on the Research Foundation business. The employee is viewed as having made notable contributions to the department.

**Effective** – Performance is competent and effective along established expectations. Initiative, resourcefulness and good judgment are generally/consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department.

**Improvement Required** - Performance falls below expectations of position and below the job requirements and responsibilities. A Performance Improvement Plan (PIP) may be required.

**Unsatisfactory** - Performance falls below expectations on several critical job requirements and responsibilities. A Performance Improvement Plan (PIP) is required. Without significant improvement within a documented timeline, reassignment or separation of employment will occur.

# Sample Payroll Specialist Performance Review

**Judd E. Hollander**



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