

HRTRACK SAMPLE PERFORMANCE APPRAISAL— MERIT BASED

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This form can be used to document employee job performance based on merit assessment. The completed and signed form should then be included in the employee's file for future use or reference.

These review criteria have been designed to measure both tangible and intangible outcomes of performance

A copy should be given to the employee.

CONFIDENTIAL	
Employee name:	
Position:	
Department:	
Supervisor:	
Review period:	
Date of review:	

Part I — Performance assessment for tangible outcomes	
Considering unit/departmental goals	
1. Indicate level of contribution and achievement toward [unit/department... insert what is applicable] goals. (Consider actions and initiatives which have benefited the unit or department with respect to above goals; special projects; contribution to the profession.)	
2. Indicate level of contribution and achievement toward customer/client satisfaction. (Consider	

<i>actions & initiatives designed to improve service; focused efforts on client needs; taking personal responsibility.)</i>	
3. Indicate level of contribution and achievement toward employee involvement (if applicable). <i>(Consider the use of regular staff meetings; holding individual performance development discussions with staff; reduced absenteeism.)</i>	
4. Indicate level of contribution to the Company	

Part 2 – Performance assessment for intangible outcome	
1. Quality of relationships <i>(Consider respect for individual values, checking assumptions, ability to provide & receive feedback, willingness to collaborate, readiness to share ideas and involve others; capacity to build morale & contribute to team spirit.)</i> <ul style="list-style-type: none"> • with clients/customers/peers • with employees (if applicable) • with manager 	
2. Quality of communication. <i>(Consider ability to convey information, and willingness to create opportunities for others to share meaningful information.)</i>	
3. Development and growth <i>(Consider active participation in ongoing development; willingness to set stretch goals and challenge own thinking and actions; participates in development of others.)</i>	
4. Quality of thinking and innovation. <i>(Consider ability to see beyond isolated events and identify patterns; ability to reflect rather than react immediately; willingness to approach situations in new ways.)</i>	
5. Commitment to vision. <i>(Consider actions consistent with pursuing an overriding vision; ability to take risk and make controversial decisions to support vision.)</i>	
6. Ethical leadership. <i>(Consider actions that role model values and behaviours consistent with Company vision; promotes honesty and integrity; meets commitments; acts with sense of accomplishment; actively engages others.)</i>	

By signing this performance evaluation, both parties acknowledge that they have read and discussed the contents of the form.

Employee's Signature: _____

Supervisor's Signature: _____

Date: _____

Employee was asked to sign this written evaluation on _____ but declined to sign for the following reason(s)