

# MANAGEMENT APPRAISAL FORM

PAGE      OF     

EMPLOYEE NAME	EMP NO.	DEPT. NO.	CLASSIFICATION	HIRE DATE	PERIOD:
for					

### 1. PERFORMANCE OBJECTIVES

- List major responsibilities/objectives in order of priority
- Objectives should be:
  - jointly prepared by the employee and supervisor
  - mutually agreed upon
  - established at the start of each evaluation period and evaluated at mid-year and annually
- Use additional pages as needed

### 2. PERFORMANCE MEASUREMENT

	O U T S T A N D I N G	S O L I D	P E R F O R M E R	I M P R O V E M E N T N E E D S	W E I G H T %
Objective <i>ALLOW A REDUCTION IN MATERIALS</i> <i>ALLOW A REDUCTION IN MATERIALS</i>				<i>ANY WHICH RESULTS IN</i>	40
Results (Mid-Year)	X				
Results (Annual)					
Objective <i>COST E TECHNOLOGY WHICH</i> <i>COST E TECHNOLOGY WHICH</i>				<i>ARE SO</i>	30
Results (Mid-Year)			X		
Results (Annual)					
Objective <i>MENT</i> <i>MENT</i>					30
Results (Mid-Year)	X				
Results (Annual)					
Objective <i>ARE</i> <i>ARE</i>				<i>THE BEST</i>	
Results (Mid-Year)					
Results (Annual)					