**Employee:**  Ratings: 3 – Exceeds Standards

2 – Meets Standards

1 – Needs Improvement

|  | **Performance Area** | **Rt.** | **Comments** |
| --- | --- | --- | --- |
| **A. Knowledge & Skills** | |  |  |
|  | 1. **Job Knowledge** | 2 |  |
|  | 1. **Professional Development** | 2 |  |
| **B. Planning** | |  |  |
|  | 1. **Establishing Goals & Objectives** | 2 |  |
|  | 1. **Planning & Organizing** | 2 |  |
|  | 1. **Problem Analysis & Decision Making** | 2 |  |
|  | 1. **Time Management** | 2 |  |
| **C: Management** | |  |  |
|  | 1. **Leadership** | 2 |  |
|  | 1. **Delegating Responsibility** | 2 |  |
|  | 1. **Evaluating & Motivating Subordinates** | 2 |  |
| **D. Performance** | |  |  |
|  | 1. **Fo1low Through & meeting Deadlines** | 2 |  |
|  | 1. **Quality of Work** | 2 |  |
|  | 1. **Quantity of Work** | 2 |  |
|  | 1. **Following Instructions & Direction** | 2 |  |
| **E. Communications & Customer Service** | |  |  |
|  | 1. **Teamwork** | 2 |  |
|  | 1. **Communications** | 2 |  |
|  | 1. **Interpersonal Relations with Customers & Subordinates** | 2 |  |
| **F. Professional Conduct** | |  |  |
|  | 1. **Punctuality, Attendance & Dependability** | 2 |  |
|  | 1. **Accountability** | 2 |  |
|  | 1. **Summary:** | | |

Appraiser’s Employee’s

Signature: Signature: Date: