



Employee Performance Appraisal

The employment relationship between Branscome Inc. and its employees is at-will and voluntary. This document is not a contract.

General Information	
Full Name (Last, First M.I.):	
Employee Number:	Region:
Current Rate of Pay:	Job Classification:
Appraisal Date:	Supervisor:
Appraisal Type	
Appraisal Ratings	
Safety	
Follows Policies and Procedures, demonstrates good housekeeping, makes sure that tools and equipment are maintained and used properly, makes suggestions to improve safety processes	
Quality Work	
Consider the quality of work produced and the promptness with which it is completed	
Productivity	
Consider the ability to produce an accepted quality of work which meets company standards and specifications.	
Job Knowledge	
Consider the level of knowledge of the present job, the necessary equipment and other related duties and responsibilities.	
Reliability and Dependability	
Consider the amount of supervision required, performance regarding timely completion and follow-up. Also consider attendance and punctuality here.	

Initiative	
Consider the extent to which the new work assignments and additional duties are sought out when necessary. Also consider the ability to offer suggestions, propose new creative ideas and solutions to working situations in this section	
Working Relationships	
Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperate with fellow employees and supervisors.	
Adherence to Policies	
Follows policies and procedures, specifically including, but not limited to: standards of conduct, security, discrimination, harassment, customer ad public relations and ethics.	
Overall Appraisal Ratings and Comments	
Overall Rating	
Supervisor's comments on Overall Performance Evaluation	
How to Improve Performance within specified time period	
Employee Comments	
Signatures	
Evaluator:	Date:
Manager's Approval:	Date:
Employee:	Date:

** DO NOT discuss evaluation with employee until this review is returned to you with your manager's approval**