
Time Management

Actively manages time to most effectively accomplish work, projects, objectives, and goals.

- Prioritizes workload of function/department; identifies barriers to ensure appropriate actions are being taken and deadlines are successfully met; seeks additional resources as necessary
- Manages and oversees multifaceted projects and assignments, ensuring that deadlines are efficiently met
- Anticipates changing circumstances and prepares function/department to maintain performance objectives; promotes a culture of positivity, continuous improvement, and adaptability/flexibility

Outstanding
Exceeds Expectations
Successful
Improvement Expected
Unacceptable

Comments:

Fill in the blank (optional)

Outstanding
Exceeds Expectations
Successful
Improvement Expected
Unacceptable

Comments:

Overall Rating

Rating:

Establish New Performance Goals

Establish new Performance Goals in the boxes below by providing a title, description, and weight for each goal.

Weight

Goal 1

%

Start:

Due:

Goal 2

%

Start:

Due:

Goal 3

%

Start:

Due:

Goal 4

%

Start:

Due:

Goal 5

%

Start:

Due:

Goal 6

%

Start:

Due:

Goal 7

%

Start:

Due:

Supervisor Final Comments

Employee Acknowledgment

I have discussed my performance appraisal with my supervisor. My signature does not necessarily indicate agreement with the appraisal, but does acknowledge that I have received and reviewed this information.

Employee Final Comments