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**Time Management**

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

- Considers individuals' work capacity when scheduling work, allocating the appropriate amount of time to each task; keeps others informed of overall progress
- Defines objectives and resources required to efficiently complete projects; manages the team to complete work within established timeframes
- Adapts to multiple and/or changing work demands by adjusting own and team priorities; positively exemplifies balance and adaptability/flexibility

Outstanding  
Exceeds Expectations  
Successful  
Improvement Expected  
Unacceptable

**Comments:**

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**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.

**Goal 1**

**Weight**

%

**Start:**

**Due:**

**Goal 2**

%

**Start:**

**Due:**

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**Goal 3**

%

**Start:**

**Due:**

---

**Goal 4**

%

**Start:**

**Due:**

---

**Goal 5**

%

**Start:**

**Due:**

---

**Goal 6**

%

**Start:**

**Due:**

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**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**