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**Time Management**

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

- Works with supervisor to set goals and priorities for own work; evaluates urgency and importance to prioritize tasks appropriately
- Demonstrates reliability in meeting deadlines and accomplishing tasks; persists until a problem is solved or goal is achieved
- Adapts to shifting priorities as a result of new ideas, processes, and/or working styles

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**