

**APPRAISAL FORM**  
**Seattle Association of Educational Office Personnel**

EMPLOYEE'S NAME: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

RETURNED BY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

<input type="checkbox"/>	Transfer to a different job title
<input type="checkbox"/>	Annual Performance Appraisal

**RATING INSTRUCTIONS:** See page 2.

CATEGORIES	Excellent	Strong	Satisfactory	Unsatisfactory
<b>ATTENDANCE AND PUNCTUALITY</b> <i>Demonstrated adherence to assigned work hours and days of work</i>				
<b>COMPETENCY IN SKILLS REQUIRED AT ENTRY</b> <i>Demonstrated knowledge and/or skills required to perform job; e.g., typing, shorthand, 10-key, keypunch</i>				
<b>INITIATIVE/ FOLLOW THROUGH</b> <i>Demonstrated resourcefulness in the completion of required work</i>				
<b>INTERPERSONAL SKILLS</b> <i>Demonstrated ability to communicate and relate to students, staff and the public; e.g., cooperation, courtesy and sensitivity to others.</i>				
<b>ORGANIZATION AND PLANNING</b> <i>Demonstrated skill in utilizing time; ability to arrange and prioritize work</i>				
<b>QUALITY OF WORK</b> <i>Demonstrated accuracy and thoroughness</i>				
<b>QUANTITY OF WORK</b> <i>Demonstrated productivity and / or completion of required work</i>				

SIGNATURE/COMMENTS OF THE PRINCIPAL/ SUPERVISOR  
 COMMENTS:

  
  
  
  
  
  
  
  
  
  

I have discussed this appraisal with the employee. \_\_\_\_\_  
 Principal/ Supervisor's Signature Date

SIGNATURE/COMMENTS OF THE EMPLOYEE EVALUATED  
 COMMENTS:

  
  
  
  
  
  
  
  
  
  

My principal/ supervisor has explained the reason for this rating.  
 My signature does not necessarily indicate agreement. \_\_\_\_\_  
 Employee's Signature Date

Distribution: HRIS; Principal/Supervisor; Employee

## **RATING INSTRUCTIONS**

Evaluate the employee's performance on the basis of results achieved on the job as described in the appropriate job description and in light of the expectations you have discussed with the employee. Place a check in the column, which most objectively reflects your judgement for each category. If the category is not applicable to this position, indicate "N.A." (not applicable). Any rating in the column labeled "unsatisfactory" must be documented and accompanied by a Performance Improvement Report. The employee is to receive a copy of the completed performance appraisal form and appropriate attachments before it is submitted to Human Resources Information Services (Personnel Data Services) office.

An employee's overall rating will be considered UNSATISFACTORY when an employee receives one (1) unsatisfactory mark in the Attendance and Punctuality category or the Competency in Skills Required at Entry category or receives two (2) unsatisfactory marks in any of the performance categories. An employee who has been rated UNSATISFACTORY will be observed for three (3) workweeks. At the end of that time period, the employee will be reevaluated and if he or she is still performing unsatisfactory in the same categories, will be placed on probation for three (3) workweeks. At the end of this probationary period, the employee will be reevaluated and: a) be removed from the probationary status, b) be placed on the extended probation, or c) be terminated.

## **DEFINITION OF RATINGS**

EXCELLENT-	Exceptional performance; day-to-day performance consistently exceeds acceptable standards.
STRONG-	Day-to-day performance usually exceeds acceptable standards.
SATISFACTORY-	Adequate and acceptable day-to-day performance is attained.
UNSATISFACTORY-	Day-to-day performance shows significant limitations. Employee is working at an unacceptable level of performance

Note: All of these definitions are prefaced by the term "generally"; conditions and people vary from location to location and the quality of performance similarly varies widely. These definitions are phrased in terms of the typical, generally encountered situation.