**Employee:**  Ratings: 3 – Exceeds Standards

 2 – Meets Standards

 1 – Needs Improvement

|  | **Performance Area** | **Rt.** | **Comments** |
| --- | --- | --- | --- |
| **A. Knowledge & Skills** |  |  |
|  | 1. **Job Knowledge**
 | 2 |  |
|  | 1. **Professional Development**
 | 2 |  |
| **B. Planning** |  |  |
|  | 1. **Establishing Goals & Objectives**
 | 2 |  |
|  | 1. **Planning & Organizing**
 | 2 |  |
|  | 1. **Problem Analysis & Decision Making**
 | 2 |  |
|  | 1. **Time Management**
 | 2 |  |
| **C: Management** |  |  |
|  | 1. **Leadership**
 | 2 |  |
|  | 1. **Delegating Responsibility**
 | 2 |  |
|  | 1. **Evaluating & Motivating Subordinates**
 | 2 |  |
| **D. Performance** |  |  |
|  | 1. **Fo1low Through & meeting Deadlines**
 | 2 |  |
|  | 1. **Quality of Work**
 | 2 |  |
|  | 1. **Quantity of Work**
 | 2 |  |
|  | 1. **Following Instructions & Direction**
 | 2 |  |
| **E. Communications & Customer Service** |  |  |
|  | 1. **Teamwork**
 | 2 |  |
|  | 1. **Communications**
 | 2 |  |
|  | 1. **Interpersonal Relations with Customers & Subordinates**
 | 2 |  |
| **F. Professional Conduct** |  |  |
|  | 1. **Punctuality, Attendance & Dependability**
 | 2 |  |
|  | 1. **Accountability**
 | 2 |  |
|  | 1. **Summary:**
 |

Appraiser’s Employee’s

 Signature: Signature: Date: