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Performance Appraisal

Fax to Terra Firma, attention: _____

Company: _____ Date: _____

Employee name: _____ Appraiser's name: _____

N/O is not observed. If you do not observe a rating factor, explain below in appraiser's comments section, if necessary.

	Unacceptable	Below Average	Average	Above Average	Outstanding	
Attendance/Punctuality: <i>Employee consistently arrives at work on time. Does not abuse time off privileges.</i>	1	2	3	4	5	N/O
Attitude: <i>Maintains a positive and cheerful demeanor. Is helpful and focused on customer service.</i>	1	2	3	4	5	N/O
Cooperation: <i>Maintains effective relations with co-workers and customers.</i>	1	2	3	4	5	N/O
Dependability: <i>Takes responsibility for his/her own actions. Responds to management direction.</i>	1	2	3	4	5	N/O
Initiative: <i>Volunteers for work. Seeks increased responsibilities.</i>	1	2	3	4	5	N/O
Job Knowledge: <i>Competent in all aspects of job knowledge. Requires minimal supervision. Understands all requirements of position.</i>	1	2	3	4	5	N/O
Judgment: <i>Exhibits sound and accurate judgment. Makes appropriate decisions. Includes others in decision-making process.</i>	1	2	3	4	5	N/O
Oral Communication: <i>Speaks clearly and persuasively. Listens to others to obtain other points of view.</i>	1	2	3	4	5	N/O
Problem-Solving: <i>Analyzes problems and acts in an appropriate manner to resolve them.</i>	1	2	3	4	5	N/O
Quality of Work: <i>Takes pride in quality of work performed. Strives to improve and promote quality.</i>	1	2	3	4	5	N/O

Quantity of Work: <i>Performs his/her share of work. "Pitches in" to help complete assigned tasks.</i>	1	2	3	4	5	N/O
Safety and Security: <i>Follows all applicable safety and security procedures. Uses equipment and material properly. Maintains constant awareness of surroundings.</i>	1	2	3	4	5	N/O
Written Communication: <i>Writes in a clear and concise manner. Written documents are legible and neat.</i>	1	2	3	4	5	N/O

For Supervisory/Management Staff Only

Leadership: <i>Committed to leading by setting example for subordinate employees.</i>	1	2	3	4	5	N/O
Record-keeping: <i>Completes required reports in a timely manner. Ensures that appropriate information is submitted to senior management.</i>	1	2	3	4	5	N/O

Total *overall score*: _____

Divided by *number of factors* rated: _____

Equals *average score*: _____

Based on this rating, the employee is recommended for a salary increase of _____ percent.

(Note: An employee who receives an average score of less than 3 is not entitled to a performance review increase).

Appraiser's comments (optional): _____

Employee comments (optional): _____

Employee Signature: _____ Date: _____

Appraiser's Signature: _____ Date: _____