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| --- | --- | --- |
| Hire Date:         | TEXAS A&M FOREST SERVICEPERFORMANCE APPRAISAL – NEW EMPLOYEE  | Department:       |
| Employee’s Name:       | Date:        | Title:       |

[ ]  First Review \* [ ]  Second Review\* [ ]  Third Review\* [ ]  Fourth Review\* [ ]  Fifth Review\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **RATING FACTORS** | **SUPERIOR** |  **EXCEEDS****EXPECTATIONS**  |  **MEETS****EXPECTATIONS** | MARGINAL/**NEEDS IMPROVEMENT** | **UNSATISFACTORY** |
| **Attendance** (punctual and overall attendance) |       |       |       |       |       |
| **Customer Service** (cooperate, work & communicate with customers) |       |       |       |       |       |
| **Skill** (demonstrated practical/technical skills for job requirements) |       |       |       |       |       |
| **Quality of Work** (accuracy, thoroughness, acceptability of work) |       |       |       |       |       |
| **Productivity** (quantity/efficiency of work in specified period of time) |       |       |       |       |       |
| **Reliability** (task completion and follow up) |       |       |       |       |       |
| **Initiative** (self-starter/motivated) |       |       |       |       |       |
| **Personal Appearance** (professional or appropriate dress, hygiene) |       |       |       |       |       |
| **Team Work** (willingness to contribute/work with others, as appropriate) |       |       |       |       |       |
| Overall Performance |       |       |       |       |       |

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### DESCRIPTION OF AREAS NEEDING IMPROVEMENT OR UNSATISFACTORY (attachment if needed):

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###### Suggestions for Improvement:

**Employee Comments:**

**(You are encouraged to contact the Employee Assistance Program @ 1-888-993-7650 if you feel a personal problem is contributing to a performance issue.)**

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**Employee (Print) Rater (Print) Next Level Supervisor (Print)**

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**Employee (Signature) Date Rater (Signature) Date Next Level Supervisor (Signature) Date**

## \* As needed (at a minimum, a review must be performed at the end of the 1st, 3rd, and 5th month after hire). Raters are encouraged to deliver this appraisal in a face-to-face session with the employee.

DISTRIBUTION: original to personnel file, copy to employee, copy to supervisor