Unsatisfactory / Needs Improvement = 1

To achieve consistently improved results, technologic ability, and success factors to meet expectations. This level of performance is expected from a competent, qualified employee who is challenged, but may require retraining and additional support. Employee uses skills, knowledge, and judgment to meet performance criteria.

Satisfactory = 2

Effectiveness and efficiency. In important skills and success factors related to the position, employee carries out his/her work with exceptional initiative, creativity, resourcefulness, and discretion.

Exemplary = 3

Employee demonstrates the ability to plan and execute all elements of the position extremely well.

Overall Performance Rating Descriptors:

Employee Comments:

Employee Signature:

Manager Signature:

Employee Performance Appraisal Form
Hellenic College Holy Cross