



**E-SOLUTIONS INTEGRATOR, INC.
PERFORMANCE APPRAISAL**

Name: _____	Date of Employment: _____
Department: _____	Position: _____
Effective Date: _____	Reviewing Manger: _____

Purpose: The E-Solutions Integrator, Inc. Appraisal Program is designed to continue our mission that we are committed to consistency to work and commitment to our employees. We expect our performance appraisal system to:

- Provide an accurate assessment of our employee's past and current performance with respect to future goals and objectives.
- Determine appropriate pay increases and promotions that are commensurate with the employee's level of experience.

For the above to occur, this performance appraisal must be completed in an open and honest manner.

Instructions: Both the employee and reviewing supervisor must complete the following form on the employee, and then convene to discuss both parties feedback. The form that both parties agree to and discuss will be handed in to Human Resources.

The following is our performance rating system, please use this to asses the employees ability in the following areas:

1. **Exceptional:** Exceeds overall performance requirements
2. **Commendable:** Usually exceeds overall performance requirements
3. **Competent:** Meets performance requirements
4. **Adequate:** Represents the minimal level at is acceptable
5. **Unsatisfactory:** Does not meet an acceptable level of performance.

Please select an appropriate rating above to describe the employee in each of the following areas:

1. **Job Knowledge:** Demonstrates all levels of knowledge and skills necessary for expected performance. _____

2. **Quality of work:** Consider the overall quality of work including thoroughness and accuracy. _____

3. **Quantity of work:** Consider the volume of work the employee is expected to produce and does produce. _____

4. **Organizational Skills:** Measure the employee's establishment of effective job priorities and performance within time constraints. Also, measure the ability to handle multiple assignments with efficient use of time. _____

5. **Initiative:** Does the employee take responsibility? Are they assertive in their thoughts and actions? Sense of urgency? _____

6. **Teamwork:** Is the employee a team player? Does the employee share knowledge with others? _____

7. **Adaptability:** The employee's willingness to work with others and accept and try new ideas. _____

8. **Reliability:** Employee's ability to carry out responsibilities. _____

9. **Attitude:** The interest/enthusiasm the employee demonstrates towards the job and company. _____

10. **Management:** (if applicable) Develops subordinates to reach their fullest potential. Delegates and empowers employees to accomplish job responsibilities. Provides positive and productive direction. _____

Please discuss the employee's overall performance in relation to objectives:

Action Plan/Goals for following Six Months/1 Year:

Additional Comments:

Current Salary: \$ _____ Percentage of Increase: _____ %

New Salary: \$ _____

Annual Bonus: \$ _____

Manager

Employee

HR Manager

Executive Vice President