

**NGF SECRETARIAT EMPLOYEE APPRAISAL FORM**

**Employee Name**:
**Position**:
**Supervisor Name**:
**Department**:
**Date for Completion** (listed below)
**Self-assessment by Employee**:
**Review and Completion by Supervisor**:

**Employee Instructions**: Please complete and return your self-assessment to your supervisor as soon as possible. Feel free to discuss any questions you have with your supervisor or with Human Resources.

**Rating scale:**

1. Unacceptable (fails to meet standards) - 1
2. Needs improvement (frequently fails to meet standards) - 2
3. Satisfactory (generally meets standards) - 3
4. Outstanding (frequently exceeds standards) - 4
5. Excellent (consistently exceeds standards) - 5

**SECTION 1: Performance of Key Job Duties**

**Employee Instructions**: Please review the attached copy of your job description. Make any needed revisions on the copy and rate your performance of the key job duties below.

**Supervisor Instructions:** Please review the attached copy of the employee’s job description and any employee revisions. Make any additional changes on the copy and rate the employee’s performance of the key job duties below.

**SECTION 2: Completion of Annual Goals**

Specific goals for 2020 were:

**Goal1:**

***Employee Score:***

**Comments:**

***Supervisor Score:***

**Goal 2:**

***Employee Score:***

**Comments:**

***Supervisor Score:***

**Comments:**

**Goal 3:**

***Employee Score****:*

**Comments:**

***Supervisor Score:***

**Comments:**

**SECTION 3: General Performance Requirements**

1. **Quantity of Work**

***Employee Score:***

**Comments:**

***Supervisor Score:*** Comments:

1. **Quality of Work**

***Employee Score****:***Comments:**

***Supervisor Score:*****Comments:**

1. **Knowledge of Job**

***Employee Score:*****Comments:**

***Supervisor Score:***

**Comments:**

1. **Dependability**

***Employee Score:*****Comments:**

***Supervisor Score:***

**Comments**:

***Employee Score****:*

**Comments:**

***Supervisor Score****:*

**Comments:**

1. **Adherence to Policy**

***Employee Score:***

**Comments:**

***Supervisor Score:*****Comments:**

1. **Attitude**

***Employee Score:***

**Comments:**

***Supervisor Score:***

**Comments:**

1. **Initiative**

***Employee Score****:*

**Comments**:

***Supervisor Score****:***Comments:**

**SECTION 4: Overall Rating**

***Employee Score****:*

**Comments:**

***Supervisor Score:***

**Comments:**

***Employee Total Score: Supervisor Total Score:***

***Total Score:******Total Score****:*

Percentage Percentage

**SECTION 5: Recommendations for improvement/career development**

**Employee Comments:**

**Supervisor Comments:**

**SECTION 6: General Comments and Signatures**

**Employee Comments:**

**Employee Signature:**

**Date:**

**Supervisor Comments:**

**Supervisor Signature:**

**Date:**

**Human Resources Comment:**

**Human Resources Signature:**

**Date:**