**JOB DESCRIPTION PERFORMANCE APPRAISAL**

Employee

Position

Locator Index:

# of Years in Present Position

Date

Using the following scale rating, provide a capability standard for each essential function that the employee performs based on their current job description. Attach a copy of the job description to this document.

**H: High Capability**: This person possesses all the attributes necessary to carry out this essential function and performs this duty/responsibility with a high level of quality, knowledge, skill and enthusiasm.

**M: Medium Capability**: This person possesses some of the attributes necessary to carry out this essential function and performs this duty/responsibility a majority of the time with a moderate level of quality, knowledge, skill and enthusiasm.

**L: Low Capability:** This person possesses a few of the attributes necessary to carry out this essential function and performs this duty/responsibility occasionally with a minimal quality, knowledge, skill and enthusiasm.

**O: Capability has not been demonstrated**: This person does not possess any of the attributes necessary to carry out this essential function or is unable or unwilling to perform this duty/responsibility with any degree of quality, knowledge, skill or enthusiasm.

Essential Functions:

1. 7.

2. 8.

3. 9.

4. 10.

5. 11.

6. 12.

Signature of Appraiser Signature of Employee

The signature of the employee constitutes awareness of the completed document, but does not necessarily indicate agreement with any or all ratings on the appraisal.