

# Manitoba Department of Culture, Heritage and Tourism

## PERFORMANCE APPRAISAL FORM 2007

Name of Employee: \_\_\_\_\_ Date of Appraisal: \_\_\_\_\_

Job Title: \_\_\_\_\_ Appraisal Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Appraiser's Name: \_\_\_\_\_ Appraiser's Job Title: \_\_\_\_\_

### A. KNOWLEDGE OF WORK

1. Possesses a good knowledge of the job and its relation to other positions in the organization.

very unsatisfactory          unsatisfactory          average          above average          superior

COMMENTS:

2. Masters own routines quickly and keeps current on overall activities of the organization.

very unsatisfactory          unsatisfactory          average          above average          superior

COMMENTS:

### B. QUALITY OF WORK

1. Performs work in accordance with policies and procedures of the organization.

very unsatisfactory          unsatisfactory          average          above average          superior

COMMENTS:

2. Performs work neatly and accurately, with dependable results.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

**C. WORK PLANNING AND OUTPUT**

1. Completes assigned work on time in accordance with the priorities and requirements of the Recreation Commission.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

2. Plans tasks and activities, and makes effective use of available time and resources.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

**D. INITIATIVE**

1. Requires minimal direction or supervision in the performance of duties.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

2. During slow periods, identifies and offers assistance required by the staff and initiates work activities to contribute to the efficiency of the Recreation Commission.

very unsatisfactory                      unsatisfactory                      average                      above average                      superior

COMMENTS:

3. Plans tasks and activities, and makes effective use of available time and resources.

very unsatisfactory                      unsatisfactory                      average                      above average                      superior

COMMENTS:

4. Contributes to the development of new ideas, work procedures and methods to promote efficiency of the Recreation Commission.

very unsatisfactory                      unsatisfactory                      average                      above average                      superior

COMMENTS:

5. Demonstrates a willingness and ability to accept and apply new methods and techniques to the performance of work.

very unsatisfactory                      unsatisfactory                      average                      above average                      superior

COMMENTS:

**E. JUDGEMENT**

1. Makes decisions logically and within delegated authority.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

2. Identifies specific problem situations that should be referred or reported to a higher authority.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

3. Supports the Recreation Commission's policies and procedures.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

**F. COMMUNICATION AND INTERPERSONAL SKILLS**

1. Handles work relationships in a professional manner.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

2. Demonstrates willingness to assist others.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

3. Conveys information accurately and concisely, both orally and written.

very unsatisfactory                  unsatisfactory                  average                  above average                  superior

COMMENTS:

**G. MAJOR ACCOMPLISHMENTS/STRENGTHS OF EMPLOYEE DURING THIS PERIOD:**

**H. AREAS OF WEAKNESS (IF APPLICABLE) IN EMPLOYEE'S PERFORMANCE DURING THIS PERIOD:**

**I. FACTORS CONTRIBUTING TO PERFORMANCE DURING THIS PERIOD**

**(e.g., unplanned crisis, exceptional volunteer leadership, illness, leave of absence.)**

**J. SIGN OFF**

Note: Signature by employee only indicates that the performance appraisal interview was conducted. This signature does not represent agreement with the appraisal, but is confirmation that the interview was conducted in accordance with the performance appraisal policy.

Supervisor: \_\_\_\_\_  
date \_\_\_\_\_

Employee: \_\_\_\_\_  
date \_\_\_\_\_



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