

H. Appendix

Appendix I: Performance appraisal template

Medical practice name & logo

Employee:	
Job Title:	
Review Date:	

Performance ratings:

- (5) Outstanding – performance consistently exceeds expectations.
- (4) Above expectations – performance frequently exceeds expectations.
- (3) Meets expectations – performance meets expectations.
- (2) Below expectations – performance occasionally fails to meet expectations.
- (1) Needs improvement – performance is unsatisfactory and fails to meet expectations.

Job responsibilities:

Summarize the key responsibilities and duties that the employee performs as established in the job description (list 3-5 in order of importance).

Job responsibilities	Comments on performance	Performance rating

Goals for the next performance review period:

If the employee rates Below Expectations or below, use this to develop a plan for improvement. If the employee rated Meets Expectations or above, use this to continue to develop your employee skills. Set SMART goals.

Job responsibilities	Comments on performance	Performance rating

Overall assessment

Summarizes the employee's overall performance.

Employee's overall comments
Supervisor's overall comments

- I agree with the appraisal as written (no response required).
- I do not agree with the appraisal as written (response provided).

Employee signature: _____ Date: _____

Supervisor's signature: _____ Date: _____