



Caddo Nation of Oklahoma  
**Employee Performance Appraisal**  
*Confidential*

Employee:			
Job Title:			
Department:		Supervisor:	
Type of Appraisal:		Appraisal Date	From:                      To:

**\*\* Performance Appraisal MUST be completed by IMMEDIATE SUPERVISOR and original submitted to the HR Department for proper filing. \*\***

The Caddo Nation of Oklahoma Employee Performance Appraisal is used to objectively evaluate an employee's performance. ONCE COMPLETED, THIS APPRAISAL MUST BE REVIEWED AND DISCUSSED WITH THE EMPLOYEE.

Please complete this form carefully and thoroughly. Remember its purpose is to:

1. Provide objective criteria for personnel performance appraisals on a standard basis within the Caddo Nation of Oklahoma.
2. Compel you to examine all of the individual traits affecting employee performance.
3. The performance appraisal may be used as a condition for continued employment, granting permanent employment at the end of probation period, as well as determination for promotion, transfers, reductions-in-force, placement on leave status, performances counseling, disciplinary action or dismissal.

After completion of the probationary period, employee evaluation reports are to be conducted annually as set forth in the Caddo Nation of Oklahoma Personnel Policies and Procedures.

Pages 2 and 3 briefly describe fifteen (15) employee performance traits identified with job success or failure. Decide for each, the level at which the employee performed for this rating period. Add the numbers to obtain total score.

Transfer this total to the rating scale on page 3. This will indicate and support your overall opinion of the employee's performance.

Comment on the employee's principle strengths and weaknesses. Your comments should be consistent with your rating of individual traits.

Finally, you should describe the employee's reaction to this evaluation, when you discuss it, and make your recommendation for any changes.

Employee Performance Traits	Non-Satisfactory	Some Deficiencies	Satisfactory	Exceptional	Clearly Outstanding
<b>KNOWLEDGE:</b> The blending of job related education, skills and experience.	Severely lacking knowledge	Noticeable deficiencies in job knowledge	Understands job routine Some knowledge still to be acquired	Completely understands all aspects of the job.	Understands why all job functions and interrelationship with other jobs. An expert.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>QUANTITY:</b> The level of satisfactory output generated per unit of time.	Usually below acceptable standard	Barely acceptable level of output. A slow worker	Satisfactory. Meets expectations average output.	Usually exceeds the norm. A fast worker.	Exceptional producer Generates maximal output.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>ACCURACY:</b> Absence of errors	Constantly commits errors.	Error level too high Needs improvement	Makes average number of mistakes.	Very accurate Commits few errors	Extremely accurate. Rarely commits an error.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>JUDGMENT:</b> Capacity to make reasonable decisions.	Frequently makes irrational decisions Poor judgment.	Too often selects wrong alternatives.	Usually exercises sound judgment.	Above average reasoning ability. Seldom error in judgment.	Sustains high level of sound judgment. Decisions usually best under circumstances.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>INNOVATIONS:</b> Imagination and creativity used to lower costs and improve programs.	Never offers a new procedure or new idea.	Rarely suggest new ideas.	Average numbers of suggestions for improving methods and procedures.	Often suggest beneficial changes for improving program operations.	Very innovative. Constantly offers imaginative suggestions that improve program operations.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>APPEARANCE &amp; HABITS</b> Personal habits, clothing, grooming ( <i>evaluation should consider the nature of the job.</i> )	Frequently offensive.	Occasionally sloppy appearance or display of offensive habits.	Usually properly dressed and groomed. Few poor personal habits.	Rarely exhibits poor appearance or offensive habit.	Always properly dressed for the job. Personal habits never offensive/poor in taste.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>ORDERLINESS:</b> Organization of the individual's work and work area.	Usually disorderly and chaotic.	Frequently unorganized to efficiently perform the job.	Work sufficiently organized to efficiently perform the job.	High organized and efficient worker. Few instances of poor performance from lack of order.	Extremely precise in organization work, has immediate access to anything needed. Extremely efficient.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>COURTESY:</b> Respect for feelings of others. Politeness on the job and general public.	Frequently rude. Causes noticeable discomfort to others.	occasionally impolite to co-workers or others	Observes common courtesy, does not offend.	Very conscientious of others feelings and rights. Always polite and courteous to public.	Extremely courteous, polite, well mannered. Always considers comfort and ease of others and public.
SELECT ONE -	1	2	3	4	5

COMMENTS:

<b>COOPERATION</b> Willingness to help others accomplish their objectives.	Uncooperative with co-workers, customers and suppliers.	Often uncooperative when asked to assist w/ reasonable requests.	Generally cooperates with others on the job.	Very cooperative. Often offers assistance. Can usually be counted on.	Extremely cooperative. Constantly accepts difficult and unpleasant jobs to achieve goals.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

<b>INITIATIVE</b> Voluntarily starting projects attempting non-routine job and tasks.	Shows little initiative. Never volunteers sticks closely to job routine.	Shows some initiative. Should do more without having to be told.	Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur.	A self starter. Generally volunteers and provides positive results.	Places highest priority on achieving goals and objectives. Gets the job done.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

<b>RELIABILITY</b> Dependability and trust worthiness.	Non-reliable. Often fails to deliver a completed job.	Occasionally leaves routine tasks incomplete.	Can be relied on to complete all aspects of job.	Completes work with little supervision. Will complete occasional special projects.	Extremely dependable & trustworthy. Accepts all assignments and performs as expected.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

<b>PERSEVERANCE</b> Steadfast pursuit of job objective when faced with unexpected obstacles.	Frequently quits when faced with unexpected obstacles.	Is sometimes deferred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	Always displays extreme determination. Will rarely quit until objective is reached.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

<b>STABILITY</b> Even temperament Acceptance of unavoidable tension and pressure.	Volatile inconsistent personality. Disrupts work environment and organization.	Occasionally display of temper or emotion to hinder own performance. Disrupts others.	Even tempered. Absorbs routine pressure of job.	Can tolerate unusual pressure and tension without hindering performance.	Performs consistently & effectively under extreme pressure. Never visibly falters.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

<b>ATTENDANCE</b> Punctuality on the job and readiness to work.	Frequent unexcused lateness or absence from work. Very poor attendance record.	Absence or lateness below standards.	Satisfactory attendance record. Rarely late or absent.	Almost never late or absent.	Never late or absent Always accepts overtime work if offered or necessary.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

<b>ALERTNESS</b> Ability to quickly understand new information and situations.	Very slow to grasp ideas or events.	Usually needs extra instructions.	Understand most new ideas & developments without excessive explanation.	Fast learner. Grasps new information quickly.	Extremely bright. Analyzes and understands with minimum of instruction.
<b>SELECT ONE -</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

COMMENTS:

	<b>TOTAL SCORE</b>
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Rating Scale	Score Range
Minimally Acceptable	15-29
Below Satisfactory	30-37
Satisfactory	38-47
Above Satisfactory	48-55
Exceptional	56-75

<b>SUGGESTED SALARY INCREASES BASED ON SCORE</b>	
SCORE	PERCENTAGE
Fifteen (15) - Thirty (30).....	Up to two Percent 2%
Thirty (30+) to Sixty (60).....	Up to Five Percent 5%
Sixty (60+) to Seventy Five (75).....	Up to Ten Percent 10%

*\*Please note- this is a suggestion only. Salary increases must be allowable by funding, approved by immediate supervisor, Administration, and Caddo Nation Tribal Council*

COMMENT ON PRINCIPLE STRENGTHS:

COMMENT ON PRINCIPLE WEAKNESS AND SUGGESTIONS FOR IMPROVEMENTS:

EMPLOYEE'S COMMENTS:

EMPLOYEE ACKNOWLEDGEMENT:

I agree with this evaluation

I do not agree with this evaluation

Employee Signature:

Date:

SUPERVISOR'S RECOMMENDATIONS:

Supervisor Signature:

Date: