HEKTOEN INSTITUTE L.L.C.
Performance Appraisal and Development (PAD) Program

_____ _____
Employee Name (Last, First, MI) Position

_____ _____
Appraisal Date Employee's Signature Date

_____ _____ _____
Supervisor's Last Name, First Name Supervisor's Signature Date

The purpose of Hektoen Institute Performance Appraisal and Development (PAD) Program is to clarify employee job responsibilities and performance standards and provide direction for employee development and/or performance improvement. The supervisor should complete this form at the end of the performance period and discussed with the employee during the appraisal interview.

RATING SCALE

5 (94-100) SUPERIOR PERFORMANCE: Clearly exceeded standards
4 (86-93) EXCELLENT PERFORMANCE: Consistently met standards; often exceeding
3 (76-85) GOOD PERFORMANCE: Consistently met standards
2 (70-75) ACCEPTABLE PERFORMANCE: Partially met standards; inconsistent at times
1 (00-69) UNSATISFACTORY PERFORMANCE: Seriously deficient in meeting standards

	RATING
1. JOB SKILLS AND TECHNIQUES	_____
2. WORK HABITS	_____
3. QUALITY OF WORK	_____
4. QUANTITY OF WORK	_____
5. ABILITY TO WORK WITH OTHERS	_____
6. OVERALL JOB FACTOR RATING	_____

Evaluation Discuss with employee: ☐ **Yes Date** _____ ☐ **No**

DEVELOPMENT STRATEGY

Date Revised: 9/18/2009