

PMP RATINGS WORKSHEET

Employee:

Individual Performance Factors			
Factor	Wgt	Rating	Wgt x Rating
Quality of work			
Quantity of work			
Timeliness			
Use of resources			
Attend. & punct.			
Oral comm.			
Written comm.			
Coop. & teamwk.			
Inter. relat.			
Customer service			
Public relations			
Planning			
Problem solving			
Creativity			
Job knowledge			
Handling challenges			
Initiative			
Administration			
Other			
Other			
Sub-Total			

Mgr./Sup. Performance Factors			
Factor	Wgt	Rating	Wgt x Rating
Setting objectives			
Budgeting			
Coordi./Integ.			
Monitor. grp. results			
Staffing			
Def. expectations			
Feedbk. & coach.			
Perf. reviews			
Hum. res. devel.			
Leader. & motiva.			
Comm. link			
Other			
Other			
Sub-Total			

Overall "Score"			
	Wgt		Wgt x Rating
Ind. Perf. Fact.			
Mgr./Sup. Perf. Fact.			
Op. Objectives			
Total (A)		(B)	
Overall "score" = (B) / (A) =			

Operational Objectives			
Objective	Wgt	Rating	Wgt x Rating
I			
II			
III			
IV			
V			
VI			
Sub-Total			

Overall Performance Rating				
Outstand- ing	Above Standards	Meets Standards	Below Standards	Unsatis- factory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	3.5	2.5	1.5	

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Instructions:

1. If the operational objectives were established for the employee, note short descriptive titles on the form. Do the same if additional (non-standard) performance factors were established.

2. Record the importance weights for all relevant objectives and factors. Use numbers instead of letters:

3	=	High
2	=	Medium
1	=	Low

3. Record the ratings for all relevant objectives and factors. Use these number for the corresponding performance levels:

5	=	Outstanding
4	=	Above Standards
3	=	Meets Standards
2	=	Below Standards
1	=	Unsatisfactory

4. Complete the "Wgt x Rating" column by multiplying the weighting times the rating for each relevant item.
5. For each relevant major performance area, add the numbers in the "Wgt" columns and enter the totals in the boxes at the bottom. Do the same for the "Wgt x Rating" columns. Transfer the sub-totals to the Overall Score section of the form.
6. Total the weights (Box A) and the Wgt x Rating (Box B). Calculate the overall score by dividing (B) by (A). This number has a possible range of 1.0 to 5.0.
7. Check the appropriate box for the overall performance rating. Check the box on the PMP form itself.

****See Sample Form in the PMP Manager's Guide****