

Fee Appraiser

Performance Evaluation

Consultant Name:	Social Security or FID No.:	Type of Evaluation <input type="checkbox"/> Project <input type="checkbox"/> Tract <input type="checkbox"/> Special	Rating <input type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Satisfactory
Business Name:			
Project No.:	Performance Rating Date:		

Section 1: Duties – To Be Satisfactory, the Average of all Duties Must Equal or Exceed 2.0

Essential Duty 1 The Appraisal of Real Estate and Property Rights	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Essential Duty 4 Conduct property inspections, take Photos, determine uses, quality and condition, etc.:	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:		Comments:	
Essential Duty 2 Gather information and data from Public Records	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Essential Duty 5 Interviewing Property Owners	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:		Comments:	
Essential Duty 3 Verify Real Estate market sales with Property Owners and appropriate parties	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Essential Duty 6 Properly and correctly assess all damages and compensation items to arrive at Just Compensation	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:		Comments:	

Section 2: 3 = Above Satisfactory (46 or more points) 2 = Satisfactory (45 points to 35 points) 1 = Below Satisfactory (34 or less points)

Job Knowledge

- Demonstrates a high level of knowledge of job duties*
- Knows how to complete job duties*
- Shows initiative to increase job knowledge*

3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communication

- Communicates effectively (verbally and written) with Chief Appraiser and Review Appraisers and/or customers*
- Knows and follows channels of communication*
- Keeps Chief Appraiser well informed*
- Demonstrates high standards of conduct in carrying out job duties and responsibilities*
- Professional contact with public and/or contractors*

3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dependability

- Completes job on time as bid*
- Accepts responsibility for job assignments*
- Requires little supervision and has the ability to work independently*

3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Productivity

- Completes assigned duties accurately and in a timely manner without prompting and checks final product*
- Produces a high level of work*
- Displays effective and prompt decision making*
- Ability to work well under pressure*

3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Improvement

- Takes steps to immediately correct problems/errors when brought to their attention*
- Promptly seeks additional assistance as needed*
- Accepts constructive criticism*
- Regularly looks for ways to improve job performance*

3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Product

- Ability to understand what is required and to provide a work product that meets the agency's quality standards and/or is thorough or complete*

3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-Above Satisfactory , **2**-Satisfactory , **1**-Below Satisfactory

Total Points:

Initial Review of Duties and Expectations:

Review Appraiser's Signature:	Date:
Comments:	

Completed Performance Plan:

Chief Appraiser's Signature:	Date:
Comments:	

Point Legend for Section 2

46 or more = **3** - Above Satisfactory
45 to 35 = **2** - Satisfactory
34 or less = **1** - Below Satisfactory