

## FEE APPRAISER PERFORMANCE EVALUATION

Appraiser must be rated after completion of each contract/agreement on which shortcomings or problems arose in the contract/agreement experience. The object of this evaluation is to document less-than satisfactory performance, not continually attempt to rate consistent satisfactory performance.

Appraiser Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_  
 Route: \_\_\_\_\_ County: \_\_\_\_\_  
 Parcels: \_\_\_\_\_ Job No.: \_\_\_\_\_  
 Realty Asset Parcels: \_\_\_\_\_ Access Parcels: \_\_\_\_\_

1. Type of property appraised and number of each format used:

	Standard Format		URAR	Value Finding Format
	Total Takes	Before & After		
<b>Residential</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Industrial</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agriculture</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Realty Asset or Access</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the district experience with this appraiser is frequent and consistently satisfactory, the preparer may stop here by reporting an overall score, or report any shortcoming of the contract/agreement experience below. Score the appraiser's overall work, with 5 being the best and 1 the worst:

2. Score the appraiser in following department procedures and standards.  
 Score the appraiser in meeting the expectations of the assignment.  
 Score the appraiser in seeking guidance in trying to meet department requirements?
  
3. Was the appraiser cooperative in making corrections, if necessary?  
 1. Not cooperative, 5. Very cooperative
  
4. Score the appraiser on completing contract/agreement in allotted time.  
 1. Extreme delay, 5. Completed on time.  
 Score the appraiser's responsibility for the delay.  
 1. Delay entirely fault of appraiser, 5. Delay entirely out of appraiser's hands.
  
5. Score the appraiser on reports returned for corrections.  
 1. All returned, 5 none returned
  
6. Percent of appraisals returned for corrections: \_\_\_\_\_  
 Were multiple returns necessary? Yes  No

## FEE APPRAISER PERFORMANCE EVALUATION

7. Score the appraiser for:  
Compliance with format and instructions  
Math  
Property description  
Support for adjustments  
Exhibits  
Other \_\_\_\_\_
8. What is your overall rating of the appraiser's work?
9. Is notification of unsatisfactory performance warranted? Yes  No
10. Should appraiser remain on Roster of Approved Contract Appraisers? Yes  No   
Yes, but with restrictions or conditions recited below   
(If "No" or "Yes with restrictions", alert Right of Way Division and a cooperative decision will be made with District and Division personnel on a course of action.)

Electronic

Signature: \_\_\_\_\_

Reviewer

Districts, at their option, may maintain records of fee appraiser activity and performance. Right of Way Division must maintain a permanent record of fee appraiser activity and performance.