



**UNIVERSITY OF HOUSTON - VICTORIA**  
**Job Performance Appraisal**

Employee's Name:	Employee's Position:
Department:	Date of Job Appraisal Discussion:
Supervisor:	Supervisor's Position:
Appraisal for a one-year period beginning (month) _____ (year) _____	

**Part 1 Generic Factors**

Factor 1	Employee's Performance		
<b>Quality of Work</b>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
Assures accuracy, thoroughness and reliability of results in the work product.	Exceeds Standards	Meets Standards	* Does not meet Standards
Factor 2	Employee's Performance		
<b>Quantity of Work</b>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
Meets the workload requirements of the job	Exceeds Standards	Meets Standards	* Does not meet Standards
Factor 3	Employee's Performance		
<b>Job Knowledge</b>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities	Exceeds Standards	Meets Standards	* Does not meet Standards
Factor 4	Employee's Performance		
<b>Dependability</b>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
Can be depended on to plan and complete work assignments as required.	Exceeds Standards	Meets Standards	* Does not meet Standards

<b>Factor 5</b>	<b>Employee's Performance</b>		
<b>Ability to improve</b>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
Uses constructive feedback to improve performance. Open to new methods for completing job responsibilities.	Exceeds Standards	Meets Standards	* Does not meet Standards

Part 1 Comments:	Employee's Action:
	Supervisor's Action:
*Requires comments	

### Part II Specific Factors

<b>Factor 6</b>	<b>Employee's Performance</b>			
<b>Organization</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Demonstrates ability to plan and establish priorities to achieve job objectives. Manages workload in an organized manner.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable

<b>Factor 7</b>	<b>Employee's Performance</b>			
<b>Problem Solving</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Demonstrates analytical ability to gather facts and develop solutions. Makes decisions which are sound and timely.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable

<b>Factor 8</b>	<b>Employee's Performance</b>			
<b>Customer Service</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Ability to interact with customers, both internally and externally.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable

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<b>Factor 9</b>	<b>Employee's Performance</b>			
<b>Initiative</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Is a self-starter. Ability to proceed without being told every detail.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
<b>Factor 10</b>	<b>Employee's Performance</b>			
<b>Creativity</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Contributes new ideas and methods.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
<b>Factor 11</b>	<b>Employee's Performance</b>			
<b>Adaptability</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Responds effectively to changing needs of the department.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
<b>Factor 12</b>	<b>Employee's Performance</b>			
<b>Interpersonal Skills</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Ability to maintain a positive and supportive work environment.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
<b>Factor 13</b>	<b>Employee's Performance</b>			
<b>Communication Skills</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Exhibits good verbal and written communication skills as related to job duties.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
<b>Factor 14</b>	<b>Employee's Performance</b>			
<b>Technical Skills</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>
Is proficient in technical skills required for the job.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable

Part II Comments:	Employee's Action:
	Supervisor's Action:
* Requires comments	

### Part III Supervisory Ability

<b>Factor 15</b>	<b>Employee's Performance</b>				
<b>Fiscal Awareness</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Exercises acceptable budgetary control and demonstrates a knowledge of budget planning and budgeting principles.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	
<b>Factor 16</b>	<b>Employee's Performance</b>				
<b>Communications</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Keeps employees sufficiently informed and is open to upward communication.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	
<b>Factor 17</b>	<b>Employee's Performance</b>				
<b>Employee Development</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Provides and encourages professional training/development of staff.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	

<b>Factor 18</b>		<b>Employee's Performance</b>			
<b>Delegation</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Delegates responsibility appropriately.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	
<b>Factor 19</b>		<b>Employee's Performance</b>			
<b>Personnel Relations</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Demonstrates good judgment when making hiring, promotion, termination, and evaluation decisions.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	
<b>Factor 20</b>		<b>Employee's Performance</b>			
<b>Leadership</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Exemplifies leadership by motivating employees to perform with competency and professionalism. Keeps employees sufficiently informed and is open to upward communication.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	
<b>Factor 21</b>		<b>Employee's Performance</b>			
<b>External Relations</b>	5 <input type="checkbox"/> 4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Ability to deal with external agencies, colleagues and university constituents. Fosters positive working relationships on behalf of the university.	Exceeds Standards	Meets Standards	*Does not meet Standards	Not applicable	
<b>Part III Comments:</b>		<b>Employee's Action:</b>			
		<b>Supervisor's Action:</b>			
*Requires comments					

## Part IV Strengths and Strategies

Strengths and assets

Training/Development needs

Strategies for employee development

## Part V Overall Performance

Exceeds standards  Meets standards  Does not meet standards \*

\*Performance rating of "Does not meet standards" requires comments under training/development needs.

Employee Comments:

Supervisor Comments:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date