

Sam Houston State University Human Resources

Service Maintenance/Skilled Craft Annual Performance Appraisal Instructions

Purpose - The purpose of any performance appraisal program is employee development. The value of performance appraisal is in the process of communication between supervisor and employee and not merely in the completion of the form. Specific objectives of the Performance Appraisal program are:

- to increase professional development, skill level, and performance of each employee;
- to strengthen working relationships between the supervisor and employee;
- to clarify job duties and responsibilities;
- to establish mutually-understood standards for measuring performance; and
- to aid in promotion, retention, and salary decisions.

Preparation Supervisor: Complete the appropriate sections of this annual performance appraisal in advance of your conference with the employee and be prepared to discuss it in detail.

Staff employee performance rating: Select the most appropriate box(s) after considering the performance topic using the 1-5 (5=best) rating system. More than one statement can be selected if applicable.

Summarize the performance over the past year: This section gives you the opportunity to highlight the employee's strengths and areas of improvement opportunities. Specifics and details make the evaluation more meaningful.

Indicate or list suggested ways, if any, employee can improve job performance: List the goals, upcoming projects, and training/self-development planned for the employee. Discuss during the employee conference to confirm target dates.

Overall rating of staff employee performance: Select the most appropriate statement(s) to describe the overall appraisal of the employee's performance. More than one statement can be selected if more than one description is necessary to most clearly reflect the employee's performance.

Employee Comments (optional): This area is provided to the employee to make comments regarding the evaluation or evaluation process.

Signature: The signature area certifies the contents of the performance appraisal have been discussed. Signatures are not optional.

Supporting documents can be attached, if necessary.

Employee being appraised: Prior to your appraisal, you may be given a Self-Assessment form by your supervisor. Your completion of this form as a self-evaluation tool will acquaint you with the performance factors to be evaluated.

Distribution of Completed Form - Original maintained in the department. A copy is provided to the employee.

Service Maintenance/Skilled Craft Annual Performance Appraisal Form
Evaluation Period: April 2011 to March 2012

Instructions: Use this form to document the employee’s annual performance review. This form should be completed by the supervisor and reviewed with the employee. This form is kept in the department’s file to maintain a record of the employee’s annual review. See Human Resources Policy ER-6, Staff Evaluation System.

I. Employee:

Employee Name _____ Sam ID# _____

Job Title _____ Dept/School/College _____

II. Staff employee performance rating:

Instructions: The immediate supervisor should complete this section as a part of the employee’s annual review. Rate only performance topics that relate to the job performance of the employee being rated. **It is understood that the performance topics have different levels of importance or weight relative to each specific job.**

- Each performance topic will be rated accordingly:**
- 5** Far above what is required; meets the highest standards
 - 4** Above normal expectations and standards
 - 3** Consistent with what is expected and considered acceptable
 - 2** Below normal expectations and standards
 - 1** Does not meet minimum requirements

RATINGS

Performance Topics: Select the most appropriate box(es)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. Understanding and carrying out instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adherence to policies, procedures & rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Organization & use of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Working relationship with co-worker(s) and/or student(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communication with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use of required technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Summarize the performance over the past year:**IV. Indicate or list suggested ways employee can improve job performance:****V. Overall rating of staff employee performance: Select the most appropriate statement(s)**

- Performance is superior, far above what is required. Employee consistently exceeds highest standards.
- Performance is consistently above normal expectations and standards. Employee excels when compared to others performing the same job.
- Performance is consistent with what is expected and considered acceptable. Employee is referred to as "doing a good job." Understands and demonstrates basic principles, techniques, and procedures necessary for efficient job performance.
- Performance is generally below the minimum requirements for the job.
- Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

VI. Employee Comments: (Optional)**VII. Signatures:**

As signed below, we the supervisor and employee certify that the contents of this performance appraisal have been discussed.

Employee acknowledgment _____ Date _____

Supervisor's signature _____ Date _____

NOTE: Attach supporting documents if necessary.