



# OFFICE OF HUMAN RESOURCES SUPPORT STAFF PERFORMANCE APPRAISAL

Type of Appraisal: (Please check one)  Probationary  Annual  Special

Rating Period:

From: \_\_\_\_\_

To: \_\_\_\_\_

N-Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Class Title: \_\_\_\_\_

Position Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

Funding Dept. #: \_\_\_\_\_

Review the official Position Description and verify that the tasks are current and required for the successful completion of the position.

### SECTION I.

**3 - Exceeds Performance Standards:** Truly distinguished performance that meets the needs of the University/State in an extraordinary manner.

**2 - Achieves Performance Standards:** The employee has achieved the performance standards defined for the job.

**1 - Below Performance Standards:** Failure to meet the defined performance standards, and corrective action is necessary to meet the standards.

Briefly describe the tasks of the position and rate the employee on each task by entering the number from the scale above in the space provided to the left. Additional documentation may be attached if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Briefly explain how the employee may improve performance, and explain any current and future training needs. Additional documentation may be attached if needed.

## **SECTION II - PERFORMANCE CHARACTERISTICS**

Rate each performance characteristic by writing the number from the scale below in the space that corresponds with the level you feel best describes the employee's observed behavior in the performance of his/her job.

- 2 - Meets the behavior standards required for the job.
- 1 - Below the behavior standards required for the job.

ATTITUDE - The employee demonstrates feeling toward the job, fellow employees, the supervisor, the department and the University.

ATTENDANCE - On the job attendance and punctuality.

APPEARANCE - Overall appearance of the employee considering the nature of the work performed.

DEPENDABILITY - The employee's faithfulness and willingness to perform the duties of the job.

Briefly explain how the employee may improve performance characteristics as related to the performance of his/her job. Additional documentation may be added if needed.



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### **SECTION III - OVERALL APPRAISAL**

Based on the review of the employee's overall performance during this review period, I would give this employee a rating of: (Please check one)  Exceeds Performance Standards  Achieves Performance Standards  Below Performance Standards

*A performance appraisal will not be removed or changed after filing in the employee's personnel file; however, a special review may be made at any time.*

*Any performance appraisal with an overall rating other than "Achieves Performance Standards" must be explained in detail below or attached. Specific examples of how the employee exceeded or was below the performance standards for the position must be provided.*

### **SECTION IV - SIGNATURES**

\_\_\_\_\_  
Signature of Rater:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Reviewed by Higher Level Supervisor:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

*I acknowledge that I have been provided with a copy of this appraisal and that I have been given an opportunity to discuss it with the rater.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date:

Employee's comments:  
(Additional documentation may be attached if needed.)

Return the original form to Human Resources for placement in the employee's personnel file. One copy is to remain in the department. One copy is to be given to the employee.

