

**Texas A&M University-Kingsville
Performance Appraisal Form (Non-Exempt)**

Employee Data

Employee	Social Security/UIN#		
Title	Time in Position	Years	Months
Department			
Supervisor	Review Period	From:	To:

The following ratings are to be used in evaluating each Performance Factor.

Far Below Expectations: Employee does not exhibit willingness or ability in this performance factor.

Below Expectations: Employee occasionally exhibits willingness or ability in this performance factor.

Meets Expectations: Employee performs at an acceptable level.

Exceeds Expectations: Employee often shows willingness and ability in this performance factor above the acceptable level.

Far Exceeds Expectations: Employee always shows willingness and ability in this performance factor well above the acceptable level.

Comments: A brief comment or an example of the employee's performance is required for any factor that is rated **Above** or **Below** Meets Expectations.

Evaluator's Comments: Attach additional pages as needed.

Performance Factors: Mark an "X" next to the applicable rating for each performance factor.

Job Skills And Knowledge – Possesses the skills and knowledge of the responsibilities and duties assigned to the position.

Far Below Expectations Below Expectations Meets Expectations Exceeds Expectations Far Exceeds Expectations

Evaluator's Comments:

Quality of Work – Is consistently thorough in completing work product, with few errors.

Far Below Expectations Below Expectations Meets Expectations Exceeds Expectations Far Exceeds Expectations

Evaluator's Comments:

Quantity of Work – Meets deadlines and produces the work assigned.

Far Below Expectations Below Expectations Meets Expectations Exceeds Expectations Far Exceeds Expectations

Evaluator's Comments:

Initiative – Sees what needs to be done and does it without being instructed in great detail.

Far Below Expectations Below Expectations Meets Expectations Exceeds Expectations Far Exceeds Expectations

Evaluator's Comments:
Judgement – Determines priorities; makes logical and timely decisions; and demonstrates job safety awareness. <input type="checkbox"/> Far Below Expectations <input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Far Exceeds Expectations
Evaluator's Comments:
Adaptability – Accepts change and adapts to a variety of assignments and/or situations. <input type="checkbox"/> Far Below Expectations <input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Far Exceeds Expectations
Evaluator's Comments:
Cooperation – Works cooperatively with others. <input type="checkbox"/> Far Below Expectations <input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Far Exceeds Expectations
Evaluator's Comments:
Acceptance of Responsibility – Demonstrates willingness to assume the responsibilities of the position. <input type="checkbox"/> Far Below Expectations <input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Far Exceeds Expectations
Evaluator's Comments:
Attendance and Punctuality – Is faithful in coming to work daily and conforming to assigned work schedule. <input type="checkbox"/> Far Below Expectations <input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Far Exceeds Expectations
Evaluator's Comments:
Communications and Public Relations Skills – Communicates effectively. Projects a courteous and helpful attitude in providing customer service. <input type="checkbox"/> Far Below Expectations <input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Far Exceeds Expectations
Evaluator's Comments:

Overall Rating – Mark an “X” next to the applicable rating

Far Below Expectations Below Expectations Meets Expectations Exceeds Expectations Far Exceeds Expectations

Goals and Objectives (Expectations)

Include as an attachment your goals and objectives (expectations) for next year. Goals should be limited to no more than four.

Goal: A goal is a general statement that indicates what needs to be accomplished.

Example: 1. Establish priorities of the department’s monthly administrative requirements.

Objective: An objective describes actions and tells how the goal is going to be accomplished – and it is measurable. Most goals will have more than one objective.

Example: 1.1. Create database to set priorities for monthly activities.
1.2. Establish bi-weekly meetings to inform departmental administrator of upcoming activities.

The employee’s current Position Description has been reviewed for accuracy. NO CHANGES were made for the coming evaluation period: _____

The employee’s current Position Description has been reviewed and CHANGED, including **the following mandatory addition in the Statement of Responsibility: “Provides excellent customer service.”** The amended Position Description has been discussed, signed and filed with employee’s personnel record: _____

I understand that my signature indicates only that I have read and discussed this performance evaluation with my supervisor/evaluator. It does not necessarily mean that I agree with the evaluation contents. I understand that I may attach written comments, if desired. **In addition, I understand that my signature indicates my agreement to provide excellent customer service.**

If comments are attached, check here: _____

I disagree and request a review by higher authority: _____

Employee Date

Supervisor Date

New Hire _____
Interim _____
Annual _____

Director/Dean/Vice-President Date