

**Texas A&M University-Kingsville
Performance Appraisal Form (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**. Use additional pages or attachments where necessary.

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

Leadership Skills -Possesses overall skills and abilities necessary to achieve assigned goals within the organization.

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

Evaluator's Comments:

Communications and Public Relations – Communicates effectively both internally and externally.

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

Evaluator's Comments:

Adaptability – Adapts to varying assignments and/or situations.

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

Evaluator's Comments:

Cooperation - Works cooperatively with others.

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

Evaluator's Comments:

Training- Trains and develops workers.

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

Evaluator's Comments:

Acceptance of Responsibility – Demonstrates willingness to assume the responsibilities assigned to the position.

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

Evaluator's Comments:

Planning- Sets goals, evaluates alternatives, devises strategies, prioritizes projects, sets projects in motion, and maintains schedules.

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

Evaluator's Comments:

Initiative – Identifies 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:

Innovation – Generates new and original ideas that relate to the job.

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.

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:

Resource Management – Manages budget, equipment, facilities, and personnel effectively.

Far Below Expectations Below Expectations Meets Expectations Exceeds Expectations 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. Improve overall communication with my department.

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. Monthly meetings will be conducted to keep staff apprised of what is going on.
1.2. Staff will be visited on a one-to-one basis every two weeks to keep each other informed on departmental happenings.

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

Director/Dean/Vice-President Date

New Hire _____
Interim _____
Annual _____