

# Utah State University

## Performance Appraisal

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

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

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

Review Period: \_\_\_\_\_

### Responsibilities

*Estimate the percent of time spent on the responsibility, and provide a description of the responsibility. The performance assessment is based on the employee's performance during the review period. The Comment section allows supervisors to give specific information to the employee concerning their performance.*

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Responsibility #1

Percent of total job: \_\_\_\_\_

Description: \_\_\_\_\_

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#### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments: \_\_\_\_\_

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Responsibility #2

Percent of total job: \_\_\_\_\_

Description: \_\_\_\_\_

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#### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments: \_\_\_\_\_

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Responsibility #3

Percent of total job: \_\_\_\_\_

Description: \_\_\_\_\_

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#### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

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## Responsibilities Continued

Comments:

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Responsibility #4

Percent of total job: \_\_\_\_\_

Description:

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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Responsibility #5

Percent of total job: \_\_\_\_\_

Description:

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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Responsibility #6

Percent of total job: \_\_\_\_\_

Description:

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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## Performance Roles

**Organizational Role:** Evaluate the employee based on behavioral citizenship and contributions to the efficient operation of the department/university. Consider willingness to assist outside of specific areas of responsibility, giving suggestions for improving conditions within the department, attitude, attendance, fostering good working relationships with co-workers, complying with departmental and university policies, serving on departmental and/or university committees, etc.

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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**Job Knowledge/Career Role:** Evaluate the employee based on the employee's job knowledge and efforts she or he has made to increase her or his knowledge and develop new skills or abilities that contribute to increased departmental effectiveness, capacity, service, or proficiency.

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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**Team Role:** Evaluate the employee based on her/his contribution to developing and maintaining a cooperative team within their workgroup or department. Consider supporting other employees, fostering cooperation with other employees, contributing in team/staff meetings in a productive way, mentoring employees, etc.

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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**Innovator/Initiative Role:** Evaluate the employee based on her/his ability to identify areas that can be changed to make the organization more productive or effective in achieving performance or service objectives. Areas to consider are ability to identify areas to improve, ability to analyze situations, ability to develop thoughtful and creative solutions/processes, willingness to engage in improvement and change activities, etc.

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### Supervisor's Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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## Overall Performance Assessment

Dissatisfied Needs Improvement     Mostly Satisfied Minor Improvement Needed     Satisfied Meets Requirements     Very Satisfied Exceeds Requirements

Comments:

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### Signatures

\*Employee: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

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

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

Reviewer: \_\_\_\_\_

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

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

\*Signature does not indicate that an employee is in agreement with the performance assessment or rating. It is an acknowledgement that the performance appraisal was conducted on the aforementioned date.

In accordance with an employees due process rights they may make comments on the proceeding page or submit an addendum in the form of a separate document citing specific disagreements or concerns.

Employee Comments:

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

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