Utah State University

Performance Appraisal

Name:	Department:		
Title:	Review Period:		
	Responsibilities		
	sponsibility, and provide a description of the responsibility. The performance formance during the review period. The Comment section allows supervisors concerning their performance.		
Responsibility #1	Percent of total job:		
Description:			
Dissatisfied Mos Needs Improvement Minor	nervisor's Performance Assessment stly Satisfied Satisfied Very Satisfied Improvement Meets Requirements Exceeds Requirements Needed		
Responsibility #2 Description:	Percent of total job:		
Dissatisfied Mos Needs Improvement Minor	rervisor's Performance Assessment stly Satisfied Satisfied Very Satisfied Improvement Meets Requirements Exceeds Requirements Needed		
Responsibility #3 Description:	Percent of total job:		
Dissatisfied Mos Needs Improvement Minor	pervisor's Performance Assessment stly Satisfied Satisfied Very Satisfied Improvement Meets Requirements Exceeds Requirements Needed		

Responsibilities Continued					
Comments	:				
Responsibi Description	•		Percent	of total job:	
Ne Comments	Dissatisfied eeds Improvement	Supervisor's Mostly Satisf Minor Improver Needed	ied	ce Assessment Satisfied Meets Requirements	Very Satisfied Exceeds Requirements
Responsibi Description			Percent	of total job:	
Ne Comments	Dissatisfied eeds Improvement	Supervisor's Mostly Satisf Minor Improver Needed	ied	ce Assessment Satisfied Meets Requirements	Very Satisfied Exceeds Requirements
Responsibi Description			Percent	of total job:	
Ne Comments	Dissatisfied eeds Improvement	Supervisor's Mostly Satisf Minor Improver Needed	ied	ce Assessment Satisfied Meets Requirements	Very Satisfied Exceeds Requirements

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. **Supervisor's Performance Assessment** Dissatisfied Mostly Satisfied Very Satisfied Satisfied Minor Improvement Meets Requirements **Exceeds Requirements** Needs Improvement Needed Comments: 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. **Supervisor's Performance Assessment** Mostly Satisfied Dissatisfied Satisfied Very Satisfied Minor Improvement Needs Improvement Meets Requirements **Exceeds Requirements** Needed Comments: **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. **Supervisor's Performance Assessment** Dissatisfied Mostly Satisfied Satisfied Very Satisfied Needs Improvement Minor Improvement Meets Requirements **Exceeds Requirements** Needed Comments: 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. **Supervisor's Performance Assessment** Mostly Satisfied Very Satisfied Dissatisfied Satisfied Needs Improvement Minor Improvement Meets Requirements **Exceeds Requirements** Needed Comments:

Communication Role: Evaluate the employee based on her/his ability to communicate verbally or in writing in a clear and concise way with others. Areas to consider are ability to verbally convey ideas, thoughts, issues, information in any required context including one on one, small groups, large groups, and presentations. If required consider ability to express and communicate in writing.						
Supervisor's Performance Assessment Dissatisfied Mostly Satisfied Satisfied Very Satisfied Needs Improvement Minor Improvement Meets Requirements Needed Comments:						
Employee Developm	nent and Training					
Were last year's Development and Training Plans Completed? Comments:	Yes No No plans					
Next Evaluation Period Employee Definition Identify specific training/development areas that will be address improvement, changing job requirements, or career growth. List date. List as many areas as needed.	sed in the next evaluation period for performance					
Development Area(s)	Training Source (classes, seminars, Completion Date videos, online training, etc.)					
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Overall Performance Assessment

	ssatisfied s Improvement	Mostly Satisfied Minor Improvement Needed	Satisfied Meets Requirem	Very Satis ents Exceeds Re	
Comments:					
		Signa	tures		
*Employee:			D	ate:	
Supervisor: Title:			D	ate:	
Reviewer:			D	ate:	

*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 afore mentioned 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: