

WESTERN OREGON  
UNIVERSITY  
REPORT OF PERFORMANCE APPRAISAL

Name of Employee		University ID #	
Class # & Title			
Work Units			

1 EVALUATION OF WORK PERFORMED: Evaluate employee's performance during the appraisal period of the duties listed on the position description. Completion of this section is mandatory.

2 BEHAVIORAL FACTORS EVALUATION:

3 EMPLOYEE DEVELOPMENT EXPERIENCES: Evaluate the results of employee development experiences during the appraisal period for increasing effectiveness in present position or for future development.

4 DEFICIENT PERFORMANCE: Describe employees failure to overcome performance or conduct during the appraisal period.

Employee	Date

Supervisor	Date

Employee's signature is required only to indicate that the employee has read the performance appraisal.

Reviewer	Date

Appointing Authority	Date