

**UB Foundation Activities, Inc.
Employee Performance Appraisal**

Name _____ Date _____
Department _____ Job Title _____
Employment Date _____
Reason for Appraisal ANNUAL SEMI-ANNUAL OTHER

APPRAISAL RATINGS:

- | | | |
|---|----------------|---|
| E | Excellent | Individual performs all tasks in an exceptional manner. Requires little, if any supervision. |
| G | Good | Individual performs many tasks well and others adequate. Requires average or very little supervision. |
| S | Satisfactory | Individual performs tasks satisfactorily. Requires average supervision. |
| U | Unsatisfactory | Individual fails to perform tasks satisfactorily. Requires close supervision. |

JOB FUNCTIONS:

**UB Foundation Activities, Inc.
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Date _____

EMPLOYEE PERFORMANCE

RATING
E G S U

KNOWLEDGE OF JOB: Possesses a clear understanding of the responsibilities and tasks that are required of their position. Able to make sound decisions in a timely, independent manner. Recognizes job priorities and how work relates to other work in and outside of the department. Effective written and verbal communication.

Employee Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Supervisor Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Employee Comments:

Supervisor Comments:

RATING
E G S U

QUALITY OF WORK: Job requirements are completed neatly and accurately. Attentive to detail. Instructions are followed and tasks are completed to meet deadlines. Looks for improvements.

Employee Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Supervisor Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Employee Comments:

Supervisor Comments:

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Date _____

RATING
E G S U

PRODUCTIVITY: Manages a fair workload. Volunteers for additional work. Prioritizes tasks. Develops good work procedures and manages time well. Manages multiple tasks and responsibilities.

Employee Rating

Supervisor Rating

Employee Comments:

Supervisor Comments:

RATING
E G S U

ADAPTABILITY/FLEXIBILITY: Adapts to change. Open to new ideas. Takes on new responsibilities. Handles pressure. Adjusts plans to meet changing needs.

Employee Rating

Supervisor Rating

Employee Comments:

Supervisor Comments:

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RATING
E G S U

COOPERATION: Ability and willingness to work with co-workers, supervisors and management in attaining individual and common goals.

Employee Rating

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Supervisor Rating

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Employee Comments:

Supervisor Comments:

RATING
E G S U

INTERPERSONAL RELATIONS: Handles customer questions and complaints. Treats customers with courtesy and respect. Follows through on all communication. Maintains pleasant and professional image. Gains respect and confidence of others. Acts as a team member in the accomplishment of assigned tasks.

Employee Rating

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Supervisor Rating

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Employee Comments:

Supervisor Comments:

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RATING
E G S U

DEPENDABILITY: Meets commitments. Works independently.
Accepts accountability. Handles change. Sets personal standards.
Stays focused under pressure. Reliable regarding time and attendance.

Employee Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Supervisor Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Employee Comments:

Supervisor Comments:

RATING
E G S U

TECHNICAL SKILLS: Understands duties and responsibilities. Has necessary technical skills. Keeps job knowledge current.

Employee Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Supervisor Rating

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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Employee Comments:

Supervisor Comments:

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Date _____

RATING
E G S U

PERFORMANCE SUMMARY

Employee Rating

<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>
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Supervisor Rating

<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>
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Employee Comments:

Supervisor Comments:

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Date _____

OBJECTIVES AND GOALS FROM PRIOR YEAR REVIEW:

CURRENT YEAR ACCOMPLISHMENTS IN MEETING PRIOR YEAR GOALS

EMPLOYEE COMMENTS

SUPERVISOR COMMENTS

OBJECTIVES AND GOALS FOR NEXT REVIEW PERIOD:

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Date _____

EMPLOYEE COMMENTS: (to be completed after discussion with supervisor)

The employee signature below indicates only that the evaluation has been reviewed and does not necessarily signify concurrence. A response to this appraisal has been included above or may be made on a separate sheet and attached.

Reviewer Signature

Date

Employee Signature

Date