

**NORWICH UNIVERSITY
PERFORMANCE APPRAISAL**

_____ PEAREVW

Name: _____

Department: _____

Title: _____

Supervisor: _____

Evaluation Period: _____

Date of Last Review: _____

EVALUATION STANDARDS

O – Clearly Outstanding	Consistently exceeds expectations for achieving all position goals/duties
A – Above Expectations	Consistently meets and frequently exceeds expectations for achieving all position goals/duties
M – Meets Expectations	Consistently meets expectations for achieving all position goals/duties
B – Below Expectations	Partially meets expectations for achieving all position goals/duties; marked improvement is necessary
U – Clearly Unsatisfactory	Does not meet position requirements. Immediate and significant improvement is necessary

IMPORTANCE OF EVALUATION FACTOR

Rate each dimension in terms of its effect on total job performance

4 – Critical

3 – Very Important

2 – Moderately Important

1 – Not Applicable

I. PERFORMANCE DIMENSIONS

Importance Factor	Evaluation Standard	DIMENSION
		1. Job Knowledge
		2. Quality
		3. Productivity
		4. Communications
		5. Initiative/Resourcefulness
		6. Creativity

Importance Factor	Evaluation Standard	DIMENSION (continued)
		7. Critical Thinking/Decision Making
		8. Interpersonal Relations
		9. Teamwork/Cooperation
		10. Dependability
		11. Planning
		12. Flexibility
		13. Customer Service
		14. Development of Skills & Knowledge
		15. Effective Use of Resources

II. OVERALL EVALUATION OF PERFORMANCE. The overall evaluation is a composite of the individual Performance Dimensions considering the effect of importance ranking on each Dimension.

Overall Rating

Comments:

III. COMMENTS SUPPORTING THE OVERALL EVALUATION. Any evaluation of “Below Expectations” or “Clearly Unsatisfactory” must be discussed here.

IV. FUTURE GOALS/ACTIONS. Discuss any goals/actions dictated by this evaluation or by changes within the department.

V. EMPLOYEE COMMENTS

Signature of Immediate Supervisor Date

Employee Signature Date

Your signature indicates neither agreement nor Disagreement with this evaluation, but it does indicate that you have read the evaluation and that it has been discussed with you.

Signature of Department Head Date