

ROSE-HULMAN INSTITUTE OF TECHNOLOGY

Office of Human Resources

PERFORMANCE APPRAISAL FOR HOURLY EMPLOYEES

To: _____
 From: _____
 Date: _____

Return completed Performance Appraisal to the
 Office of Human Resources, CM 24 no later than _____

PERFORMANCE APPRAISAL

Employee Name: _____ Title: _____
 Department: _____

Reason for Review: Annual Initial Review Period Unsatisfactory Performance Other _____

Employee hire date _____ Date of last appraisal _____ Due date of this appraisal _____

Instructions: Carefully evaluate employee's work performance in relation to current job requirements and overall performance in comparison to essential job functions and responsibilities. Mark the appropriate performance rating with an X for each performance factor.

A Performance Improvement plan must be completed for each performance factor that is rated as "Needs Improvement".

Definitions for Performance Ratings

Exceeds Expectations - Employee clearly and consistently surpasses job performance expectations; demonstrates exceptional depth and breadth of knowledge in regards to departmental operations and objectives; operates independently and collaboratively with peers and/or management with a high degree of accuracy to complete assigned projects in a timely manner; anticipates problems and takes appropriate action.

Meets Expectations - Employee meets job performance expectations; attains expected results in a timely and efficient manner; initiative and outputs are satisfactory; is capable and knowledgeable in most aspects of his/her work; is a solid member of the department and contributes in a positive manner; demonstrates a desire to develop job knowledge and skill set. Employee requires a moderate amount of supervision.

Needs Improvement – Employee is not meeting job performance expectations; does not complete assignments; repeats mistakes; makes excuses for lack of performance; creates morale problems with co-workers; exhibits inappropriate work behavior while interacting with peers and/or management. Employee requires excessive supervision, direction and follow-up. **A Performance Improvement Plan must be completed for each performance factor rated as Needs Improvement.**

PERFORMANCE FACTOR	Exceeds Expectations	Meets Expectations	Needs Improvement
SAFETY	<input type="checkbox"/> Always works in a safe manner and looks out for the safety of others; reports problems when discovered.	<input type="checkbox"/> Follows proper safety procedures and reports problems when discovered.	<input type="checkbox"/> Does not always follow good safety procedures and sometimes does not look out for the safety of others.
COMMENTS:			
ATTENDANCE	<input type="checkbox"/> Absent or late for work less than 1-2 times a year. Follows scheduled break times. Uses leave time in accordance with procedure.	<input type="checkbox"/> Seldom absent or tardy. Uses leave time in accordance with procedure.	<input type="checkbox"/> Often late, absent, or does not return on time from breaks. Doesn't always follow procedures for calling in absent or late.
COMMENTS:			

PERFORMANCE FACTOR	Exceeds Expectations	Meets Expectations	Needs Improvement
INITIATIVE	<input type="checkbox"/> Seeks new tasks or responsibilities. Resourceful in familiar situations. Self-starter. Searches for solutions to pitfalls and problems.	<input type="checkbox"/> Voluntarily solves non-routine job problems when necessary. Effective worker.	<input type="checkbox"/> Completes most day-to-day tasks willingly. Will avoid tedious or difficult work if left to own devices. Occasionally requires prodding.
COMMENTS:			
ADAPTABILITY	<input type="checkbox"/> Has demonstrated the ability to adapt to new responsibilities and work in groups outside of the current job assignment.	<input type="checkbox"/> Can adjust to significant changes in priorities or assignments within current job assignment.	<input type="checkbox"/> Employee does not adjust well to changes in work routine; has difficulty retaining instructions or procedures.
COMMENTS:			
QUALITY OF WORK AND PRODUCTIVITY	<input type="checkbox"/> Always completes work on time or before the deadline; suggests improvements; work has very few errors.	<input type="checkbox"/> Consistently finishes work on time and accurately.	<input type="checkbox"/> Sometimes work assignments are not completed or completed properly; deadlines may not be met.
COMMENTS:			
JUDGMENT AND DECISION-MAKING	<input type="checkbox"/> Knows the consequence of actions and decisions; reliable in asking for help/guidance and offering it.	<input type="checkbox"/> Knows when to ask for help or guidance; consistently makes good decisions.	<input type="checkbox"/> Sometimes makes poor decisions and does not ask questions or ask for help when help is needed.
COMMENTS:			
DEPENDABILITY	<input type="checkbox"/> Very dependable and persistent. Completes normal work and occasional special projects with little supervision.	<input type="checkbox"/> Dependable, can be relied on to complete all aspects of job. Needs little supervision.	<input type="checkbox"/> Usually dependable but occasionally leaves a job incomplete or fails to communicate job status. Requires supervision to ensure all aspects of the job are completed.
COMMENTS:			
COOPERATION	<input type="checkbox"/> Very cooperative. Shows consideration of others' viewpoints. Often offers assistance. Can be counted on to help.	<input type="checkbox"/> Generally cooperative. Willing to accept suggestions and direction. Good relations with others.	<input type="checkbox"/> Exhibits occasional uncooperative or negative behavior; takes suggestions or constructive feedback badly. Generally not a team player.
COMMENTS:			

PERFORMANCE FACTOR	Exceeds Expectations	Meets Expectations	Needs Improvement
CUSTOMER SERVICE	<input type="checkbox"/> Always polite to students, faculty and staff; can handle different situations without help; (is <u>always</u> tactful and promotes a positive image of the Institute).	<input type="checkbox"/> Consistently polite and cheerful with students, faculty and staff; (is <u>generally</u> tactful and promotes a positive image of the Institute).	<input type="checkbox"/> Sometimes rude to students, faculty and staff; (is <u>not</u> tactful and does not promote a positive image of the Institute).
COMMENTS:			
JOB KNOWLEDGE	<input type="checkbox"/> Well informed. Fully understands all aspects of the job. Can be relied upon for training new staff.	<input type="checkbox"/> Understands and effectively completes normal job routine. Needs little additional instruction.	<input type="checkbox"/> Inadequate job knowledge. Understanding of the skills, procedures and methods required for the job is insufficient.
COMMENTS:			
COMMUNICATION SKILLS	<input type="checkbox"/> Communicates clearly; always uses respectful words; Clear and precise in communications with others. Discourages use of profanity.	<input type="checkbox"/> Willing to communicate with others. Does not use profanity.	<input type="checkbox"/> Often unwilling to communicate with others which negatively affects own work and work of others. Sometimes uses profanity.
COMMENTS:			

Areas requiring further training and/ or development during next review period:

Employee's comments:

Employee Signature* _____ **Date** _____

Supervisor's Signature _____ **Date** _____

* Signature indicates that the Performance Appraisal has been reviewed with me and does not necessarily imply that I agree with this Performance Appraisal.

Next Performance Appraisal: 30 Days 60 Days 90 Days Anniversary Date Other _____

Employee was given a copy of his/her completed and signed performance appraisal.

Original performance appraisal and employee self-appraisal is to be sent to the Office of Human Resources.