



**RECORD OF PERFORMANCE APPRAISAL**

Instructions: Please fill in all areas as instructed. Print completed form for signatures, staple pages and return to Human Resources, 303 Tillman.

Name:		Review Date:
Position:	Department:	Completion Date:

**PERFORMANCE APPRAISAL FORMAT**

**Section I** provides several measures or standards of performance which are inherent to most jobs. This section should be completed for each employee.

**Section II** must be completed for managerial and supervisory personnel.

**Section III** provides a format for a basic analysis of employee strengths, needs, and current professional development. This section should be completed for each employee.

**PERFORMANCE LEVEL DESCRIPTIONS**

**Substantially Exceeds Expectations** - work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently above the expectations and requirements of the assigned position. This rating should be reserved for approximately the top 10 percent of your workforce.

**Exceeds Expectations** - work that is above the expectations and requirements of the assigned position throughout the rating period. This rating should be reserved for approximately the next 30 percent of your workforce.

**Meets Expectations** - work that meets the expectations and requirements of the assigned position throughout the rating period; performance may fluctuate during the rating period to include exceeding the job expectations in some areas. This rating should be earned by the majority of your workforce.

**Below Expectations** - substandard work performance below the job expectations and requirements throughout the rating period.

**SECTION I - FOR ALL EMPLOYEES** (click box to select the appropriate level of performance)

**1. Quality of Work** - the extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

Below Expectations    
 Meets Expectations    
 Exceeds Expectations    
 Substantially Exceeds Expectations

Comments:

**2. Quantity of Work** - the extent to which the employee produces an amount of acceptable work in order to meet schedules over which he or she has control.

Below Expectations    
 Meets Expectations    
 Exceeds Expectations    
 Substantially Exceeds Expectations

Comments:

**3. Knowledge of Job** - overall concept of knowledge of technical, administrative, and routine duties involved in the job. Competence in understanding and performing complex tasks.

Below Expectations    
 Meets Expectations    
 Exceeds Expectations    
 Substantially Exceeds Expectations

Comments:

**4. Initiative** - the extent to which the employee recognizes or anticipates tasks to be performed and begins without waiting for instructions to do so.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**5. Interpersonal Relations** - degree of cooperation and interaction with co-workers, supervisor, or other personnel, and the public. Demonstration of a positive attitude toward job and university environment.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**6. Dependability** - consider behavior under normal conditions as well as conditions of stress. Reliability in job performance and availability when needed are key factors in determining degree of dependability.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**7. Safety/Security** - awareness of dangerous conditions and/or practices and action to remedy such problems.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**8. Organization of Work** - planning and organizing of work assignment in a manner which minimizes time wasted and duplication of effort.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**9. Communication** - ability to communicate with others in job related functions, and properly instruct in area of specialty.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**10. Judgment** - demonstration of sound judgment by action taken during the course of performing duties. Consider ability to make decisions affecting corrective or normal operation procedures that have a positive result.

Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**SECTION II - FOR MANAGERIAL/SUPERVISORY PERSONNEL ONLY**

**11. Goal Accomplishment** - quality and quantity of accomplishment toward set goals; also consider responsiveness to organizational goals.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**12. Conceptualization and Flexibility in Problem Resolution** - ability to conceive potential problem situations and take positive action. Consider situations not normally part of routine job duties.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**13. Supervision/Leadership** - quality of leadership in obtaining employee cooperation and influencing leadership behavior.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**14. Planning and Delegation** - ability to plan and coordinate activities, manage personal and employee time effectively, distribute work loads, and delegate responsibility and authority without loss of supervisory control.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**15. Employee Development** - provide guidance, counseling, and meaningful training and instruction in development of employee skills and potential.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**16. Evaluation** - timely completion of valid and consistent evaluations of subordinates. Also consider attitude, preparedness, and approach to employee evaluation.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

**17. Commitment to Affirmative Action/Equal Employment Opportunity** - consider sensitivity to special problems of minority employees or students, willingness to assist career advancement of minority employees, receptiveness to hiring qualified minority applicants, and attention to the outlined hiring procedures.

- Below Expectations       Meets Expectations       Exceeds Expectations       Substantially Exceeds Expectations

Comments:

SECTION III – FOR ALL EMPLOYEES

EMPLOYEE DEVELOPMENT ANALYSIS

Major Strengths/Accomplishments:

Opportunities for Improvement:

Plan of Individual Development:

SUMMARY RATING

\*Below Expectations     Meets Expectations     Exceeds Expectations     Substantially Exceeds Expectations

\*Rating officer must first consult with the Office of Human Resources before giving a "below expectations" rating.

Summary of evaluation which justifies summary rating:

CERTIFICATION OF REVIEW

**REMINDER: The Rating Officer is to complete the performance evaluation form and discuss it with the Reviewing Officer before the conference is held with the employee.**

\_\_\_\_\_  
*Rating Officer Signature/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Reviewing Officer Signature/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Comments of Reviewing Officer:*

\_\_\_\_\_  
*\*\*Employee Signature*

\_\_\_\_\_  
*Date*

\*\*My signature indicates that I have been given the opportunity to discuss my performance appraisal with my supervisor. My signature does not imply approval or disapproval on my part.

\_\_\_\_\_  
*Comments of Employee (accuracy, comprehensiveness, helpfulness, etc.):*