

**Albany State University
Performance Appraisal Form**

Employee Name _____ Department _____
Position Title _____ Date began in this position _____
Hire Date _____ Review Period From _____ To _____
Evaluating Supervisor _____ Date _____

Introduction

The purpose of this form is to document goals, evaluate employee performance and facilitate employee development. ASU's goal is to manage and develop employees to reach their fullest potential. Our Performance Management Program provides a systematic method to communicate and document performance goals and measure the degree to which those goals are met.

Evaluating past performance and planning for future performance is a joint effort between an individual and his or her supervisor. They share responsibility for establishing goals, clarifying goals, communicating progress throughout the performance cycle and for contributing to ASU's growth and success. ASU recognizes that employee development and appraisal requires the investment of employee and supervisor time. We believe this investment of time will lead to strong job performance that will result in both personal and university-wide success.

Performance Planning and Appraisal Instructions

Planning Phase

1. Meet with employee and discuss ASU's goals and plans, the supporting goals of the employee's administrative unit and how these goals relate to his or her job. Translate institutional and administrative unit goals into individual performance goals using the process described in module 1 of ASU's Performance Management Training Manual.
2. Reach a mutual understanding of the performance goals. List goals on the performance appraisal form in priority order. If some goals are of equal priority, state that on the form.
3. Keep a copy of the performance goals for your files and give a copy to the employee. The employee will be evaluated on these goals.
4. **Goal Setting:** At the start of the performance planning process, it is helpful to identify individual goals to work on in the year ahead. Where possible individual goals should be linked with departmental goals

Effective goals are **SMART** goals:

- Specific
- Measurable
- Attainable
- Relevant

Timely

Appraisal Phase

To ensure consistency throughout The University, please follow the steps below to appraise performance for non-faculty exempt staff.

1. Ask employee to complete the self-appraisal section of the form and return it to you. Be sure the employee has a copy of their goals for this appraisal period. Establish a return date that accommodates the remaining steps.
2. After the employee has returned the self-appraisal, use it and the notes you've taken throughout the performance period to make comments in the results section and rate each performance goal. Please use the ratings and definitions at the bottom of this page.
3. Determine the employee's overall performance evaluation. Review the rating descriptions for all of the goals, summarize performance with comments, and provide an overall rating description. The overall rating description must take into account the priorities of the individual goals.
4. Hold the appraisal meeting, which includes a discussion of the performance ratings and expectations for development. Development of goals for the coming year will occur in a follow-up meeting.
5. Complete the employee training and development section of the form in conjunction with the employee during the meeting.
6. Have the employee sign the form and provide comments, if any. Give a copy of the appraisal to the employee, keep one for files and return the original completed and signed document to Human Resources by the end of March.

Exceptional	5
Performance consistently exceeds the goals. Performance is unique, exceptional and sustained over the review period.	
Outstanding	4
Performance exceeds most of the goals. Accomplishments are above job demands.	
Meets Expectations	3
Performance consistently meets the goals. Accomplishments are clearly in accord with job demands typically achieved by most qualified employees.	
Needs Improvement	2
Performance fails to meet goals, requiring more than normal assistance or supervision. Exhibits potential to meet expectations with coaching and establishment of development goals.	
Unacceptable	1
Performance does not meet the goals set. Employees rated unacceptable who will be offered a contract for the new fiscal year must be placed on a work improvement plan and do not participate in the annual salary policy until they successfully complete the work improvement plan.	
New Hires	N/A
Performance is acceptable thus far but cannot be objectively evaluated	

Performance Goals

Please list goals in priority order. If some goals are of equal priority, state that.

Goal 1:	
Results	
	Rating Description

Goal 2:	
Results	
	Rating Description

Goal 3:	
Results	
	Rating Description

Goal 4:	
Results	
	Rating Description

Performance Goals (continued)

Goal 5:	
Results	
	Rating Description

Goal 6:	
Results	
	Rating Description

Performance Summary	
	Overall Rating Description

Employee Self-Appraisal

Instructions

This page to be completed by employee prior to the evaluation of his or her performance.

Accomplishments

Looking over the goals described in this appraisal form, what would you say are your key accomplishments this year?

Opportunities for Improvement

Considering the goals on this Appraisal Form, what would you have preferred to do better?

Training and Development Plan

Describe your professional development goals and how you plan to reach these goals. Also identify how your supervisor can assist in your development.

Employee Training and Development Plan

Training and Development Plan

Describe the ways in which the employee can develop his or her skills to better meet his or her performance and career goals.

Supervisor's Role

Describe how you can assist the employee.

Employee Comments

Please provide feedback regarding the proposed development plan as well as the appraisal process and rating.

Signatures

Employee* _____ Date _____

Supervisor _____ Date _____

* My signature signifies that I have had a performance appraisal and read this form. It does not necessarily imply agreement with the content.