



Human Resources

The University of Texas at Austin Annual Performance Appraisal

for classified personnel and non-teaching professional staff
Revised 4/2015

For Appraisal Period Ending _____

Name _____

Title _____

Department _____

Overall Purpose of the Position. (Attach additional sheets for comments if necessary.)

Key Responsibilities	Appraisal of Performance



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Overall Performance Appraisal

Guide for Appraisal:

- Performance **exceeds** expectations: Performance overall exceeds expectations.
- Performance **meets** expectations: Overall performance is good and solid.
- **Does not meet** expectations: Performance has not met key responsibilities.

In the space below, please provide a rating and summary of the employee's overall performance. In determining the overall rating, please consider the ratings in each key responsibility and, if applicable, the percent time or weight of each key responsibility.

Please also note specific areas of performance where improvements can be made and describe the Performance Action Plan for addressing any performance deficiencies and the scheduled follow-up dates on the plan.

Overall Rating and Comments: (Attach additional sheets for comments if necessary.)

Many jobs are positions of Special Trust since the employees filling them have access to Category-I data. For more info on Special Trust and/or Category I data go to <http://www.utexas.edu/vp/it/policies/uts165/specialtrust.php>.

The position for which this appraisal is being completed **is** or **is not** **a position of Special Trust.**

is or **is not**

If this is a position of Special Trust, compliance procedures call for the completion of a new form each year. As part of this annual appraisal process, all Special Trust employees should log on to <http://www.utexas.edu/vp/it/policies/uts165/specialtrust.php> and complete a new form. Questions should be directed to the Chief Information Security Officer.

Supervisor/Evaluator Information

Name of Evaluator/Supervisor _____

Title _____

This performance appraisal was discussed with the employee on: _____

signature _____

Employee Information

Name of Employee _____

Title _____

This performance appraisal was discussed with me on: _____

signature _____



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Management Review

In the space below, please enter any comments on this evaluation (optional). (Attach additional sheets for comments if necessary.)

Department Head

Date

signature

Employee Comments

In the space below, please enter any comments on this evaluation (optional). Your comments are part of the appraisal and will be included in your personnel file. (Attach additional sheets for comments if necessary.)

Comments provided on: (date)

signature