Samford University
Employee Performance Appraisal

Employee name: _____ Title: _____

Supervisor: _____ Department: _____

Evaluators must read Performance Appraisal Instructions before completing this form.

1. Performance Appraisal:

Performance Expectations – In the space provided below, list the performance expectations for this employee's job.

Weight - An expression of the relative importance of a performance expectation expressed in percentage multiples of 5 with the weight column to total 100%.

Performance Rating – Use the following definitions to assign performance rating points to each Performance Expectation:

Unacceptable – (1 points)	Performance of this expectation is clearly unacceptable. Performance seldom, if ever, meets this expectation. Continued performance at this level is grounds for removal from the position and/or termination. Additional and thorough documentation with specific examples is required.
Needs Improvement – (2 point)	Performance of this expectation is less than satisfactory and there is need for improvement/development. Performance tends to fall below what is normally expected.
Expected – (3 points)	Fully satisfactory overall performance of this expectation. Performs the Expectation as it was designed to be performed. Consistently meets this Performance expectation.
More than expected – (4 points)	Performance of this expectation is clearly above what is normal. Exceeds this Expectation most of the time. Reserved for unusually effective performance.
Outstanding – (5 points)	Performance is significantly above expectations. Exceptional and remarkable accomplishments and contributions, High quality of results is clearly obvious. Additional and thorough documentation with specific examples is required.

Performance Expectations	Weight	x Performance = Rating	Weighted Rating
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Overall Rating: Multiply the Weight times the Performance Rating and then add the Weighted Rating column to determine the overall numerical rating of the employee's performance. The range is 100 - 500.	100%	Overall rating:	

2. Comments on Performance

a. Desirable performance that should be continued:

_____
_____
_____
_____

b. Undesirable performance that should be eliminated or performance that needs significant improvement:

_____
_____
_____
_____

c. Indicate Performance Expectations that will be added/changed for the coming review period.

_____
_____
_____
_____

3. Performance Planning

a. Indicate the action plan of training and/or other developmental activities for performance expectations rated below Expected level.

_____
_____
_____
_____

b. Indicate training and/or other developmental activities to assist with professional growth and development.

_____
_____
_____
_____

4. Signatures

This evaluation represents to the best of my knowledge an accurate assessment of this employee's performance from _____ to _____.

Evaluator: _____Date:_____

Approval: _____ Date: _____

5. Employee Comments:

_____
_____
_____
_____

Employee: _____ Date: _____