

Performance Appraisal Form  
 Technology Staff  
 Confidential

Name:

Date:

Appraisal Year:

Time in Position:

Position:

**Section I**  
**Review of Goals**

**REVIEW OF GOALS**

Goal	Outcome

**Section II  
 Projects / Initiatives**

ADDITIONAL RESPONSIBILITIES	
Responsibility/Contribution	Outcome
Supervisor's Comments	
Rating (1-5)	

**Section III  
 Performance Report and Growth Plan**

Please complete Performance Report and Growth Plan and review with employee. Determine goal areas for the following fiscal year. Report the rating score in the box below.

Total Rated Score:

**Section IV  
 Overall Performance Rating**

Record rating scores from sections 1, 2 & 3 below. Total the scores for an overall performance rating. Make any additional comments on employee performance in the comment box below. Employees meeting current NSSEO expectations will have a rating score of 99.

Section 1 Review of Goals:

Section 2 Responsibilities/Contributions

Section 3 Performance Report and Growth Plan:

Overall total rating:

Supervisor's Comments:

Evaluator's Signature: \_\_\_\_\_

Date:

Employee's Signature: \_\_\_\_\_

Date:

*(Signature indicates the employee has had the opportunity to discuss this report. Signature does not indicate agreement or disagreement with the content.)*

<b>RATING SCALE</b>				
Does Not Meet Expectations	Meets Expectation Sometimes	Meets Expectations	Exceeds Expectations Occasionally	Exceeds Expectations
1.0	2.0	3.0	4.0	5.0
<b>Total Performance Rating Scale</b>				
33		99		170