



**Performance Evaluation and Enhancement Program  
For Staff  
2012 – 2013**

(Please print on the form or type in space provided)

1. Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Period of Appraisal: From: 4/1/2012 To: 3/31/2013

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The purposes of this performance evaluation are:

- To support the strategic goals of the University such as providing superior customer service to students, faculty, parents, alumni and colleagues.
  - To provide feedback regarding performance outcomes in current appraisal period.
  - To establish goals for the next appraisal period.
  - To provide feedback regarding performance on last year's goals.
  - To provide information on which to base decisions related to, promotions, assignments, transfers, etc.
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**2. INSTRUCTIONS. (Immediate Supervisor)**

- a. Prepare or update job description of employee to be evaluated (If you do not have a copy, contact HR at x1805 for an electronic copy and use "Track Changes").
- b. Review performance evaluation form and instructions. Provide those being evaluated an opportunity to complete a self-evaluation (can use a copy of this form with copy of job description).
- c. Review last year's performance evaluation form, prepare goals for this year and job description. Collect the self-evaluation. Prepare your evaluation and discuss with your next level manager (requires their signature on the form) prior to meeting with the staff member.
- d. Complete sections 1, 3, 4, 5, & 6.
- e. Conduct performance review meeting with employee.
- f. Obtain employee's signature indicating the review has taken place. (The signature does not necessarily mean agreement.)
- h. Retain a copy of the performance evaluation form and job description; provide a copy to the employee.
- i. Forward original performance evaluation form and job description to Human Resources by **June 19, 2013**.

3. **NARRATIVE GENERAL DESCRIPTION OF OVERALL PERFORMANCE.** How has this individual applied creative solutions to problems, performed in a supervisory capacity, demonstrated leadership, taken risks and demonstrated initiative and hard work, during the evaluation period of 2012 – 2013.

4. **GOALS/OBJECTIVES FOR NEXT EVALUATION PERIOD. (Subject to Revision in consultation with supervisor) List key goals to be accomplished during the next appraisal period (projects, proficiencies, etc.)**

List goals, describe desired performance outcomes, plans for achieving outcomes (coaching, training, seminars, conferences, etc.) and the anticipated completion date.

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5. **GOALS/OBJECTIVES FROM YEAR JUST ENDED** Include the goal/objective, the outcome and date completed.

Goal	Completion Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NARRATIVE OF PERFORMANCE AGAINST THESE GOALS:**

6. **OVERALL EVALUATION.** Which of the following statements would best describe this individual's overall performance during the appraisal period? **Read the definition that most closely fits and check only one box.**

<b>Role Model</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>	<p><b>NEEDS IMPROVEMENT:</b> Gaps in necessary skills, knowledge and abilities in order to perform current job.</p> <p><b>DEVELOPING:</b> Generally possesses necessary skills, knowledge and abilities; continues to demonstrate acceptable effort and growth. May be areas for some improvement.</p> <p><b>PROFICIENT:</b> Competent performer; skilled, adept, expert at assigned tasks. Errors are inconsequential and rare.</p> <p><b>ROLE MODEL:</b> The top performer; one to emulate; no performance gaps.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_  
Appraiser's Signature

\_\_\_\_\_  
Date

**Employee Comments:** What steps/action can your immediate supervisor and/or the University take to make you more successful in performing your job?

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

\_\_\_\_\_  
Date

**Management Review Comments:**

\_\_\_\_\_  
Next Level Management's Signature

\_\_\_\_\_  
Date

**Copy:** Employee  
Immediate Supervisor  
**Original:** Human Resources/Employee Personnel File