



**CLASSIFIED STAFF
PERFORMANCE APPRAISAL FORM
FY 2014 - 2015**

Employee Last Name <input type="text"/>	Employee First Name <input type="text"/>	Employee ID <input type="text"/>
Department <input type="text"/>	Position Title <input type="text"/>	Date Employed at STC <input type="text"/>
Date Assigned Present Position <input type="text"/>	Supervisor Name <input type="text"/>	Review Date <input type="text"/>

Performance evaluations are intended to measure the extent to which the employee’s performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between you and the employee; open up channels of a communication; appraise past performance; recognize good performance; identify areas that might require improvement; enable you to access your own communication and supervisory skills.

INSTRUCTIONS:

Listed on the following pages are a number of performance factors that are important in the successful completion of most assignments. To complete the Performance Appraisal Form, place an ‘’ under the level of achievement, which most accurately describes the employee's performance on each factor.

In the spaces provided by each of the performance factors, you are encouraged to support your ratings with clarifying comments and specific examples which occurred during the review period that determined or affected the level of achievement marked. Factors rated "Consistently Exceeds Expectations" or "Consistently Below Expectations" must be supported with examples or reasons. After the entire form has been completed and reviewed, the original is forwarded to the Office of Human Resources for filing in the employee's personnel file. Both the supervisor and the employee retain a copy.

DEFINITION OF TERMS:

- | | |
|-----------------------------------|--|
| CONSISTENTLY BELOW EXPECTATIONS | Performance is at a level below established objectives with the result that overall contribution is marginal and substandard. Performance requires a high degree of supervision. |
| BELOW EXPECTATIONS | Meets some of the established objectives and expectations but definite areas exist where achievement is substandard. Performance requires somewhat more than normal degree of direction and supervision. |
| MEETS EXPECTATIONS | Meets established objectives in a satisfactory and adequate manner. Performance requires normal degree of supervision. |
| EXCEEDS EXPECTATIONS | Accomplishments are above expected level or essential requirements. |
| CONSISTENTLY EXCEEDS EXPECTATIONS | Job performance easily exceeds job requirements; performance approaches best possible attainment. |

EMPLOYEE NAME

PERFORMANCE FACTORS

1	2	3	4	5	6

1. QUALITY OF WORK

Is the quality of work acceptable and does it meet established standards?
How accurate, neat and complete is the individual's work?

Examples or reasons for giving this rating are:

1	2	3	4	5	6

2. PRODUCTIVITY/EFFICIENCY

Does the individual produce an acceptable amount of work? Consider how the person: effectively uses available working time, plans and prioritizes work, sets and accomplishes goals, and completes assignments on schedule.

Examples or reasons for giving this rating are:

1	2	3	4	5	6

3. KNOWLEDGE OF JOB

Is the individual familiar with duties and requirements of the position as well as methods, practices, and equipment to do the job?
Consider: knowledge gained through experience, education and specialized training, if the person maintains current knowledge about changes in policy and procedure, keeps abreast of new developments and major issues in the field.

Examples or reasons for giving this rating are:

1	2	3	4	5	6

4. ADAPTABILITY

How does the individual adjust to changes? Consider the ability to: learn quickly and adapt to changes in job assignment, methods, personnel or surroundings.

Examples or reasons for giving this rating are:

1	2	3	4	5	6

5. DEPENDABILITY/RELIABILITY

How reliable is the individual in performing work assignments and carrying out instructions? Consider: degree of supervision required, following through on assigned tasks and completion, willingness to take on responsibilities and to be accountable for them.

Examples or reasons for giving this rating are:

EMPLOYEE NAME

GENERAL COMMENTS:

GOALS/OBJECTIVES FOR THE EMPLOYEE: (List goals/objectives, desired outcome, timeframe for completion)

EMPLOYEE'S COMMENTS:

EMPLOYEE'S GOALS/PROFESSIONAL DEVELOPMENT ACTIVITIES:

Has Employee Improvement Plan for FY 2014-2015 been completed? YES NO

If applicable, please attach documentation.

FY 2015-2016 IMPROVEMENT PLANS: YES NO

If applicable, attach next fiscal year STC Employee Improvement Plan listing goals/objectives; responsibilities; deadline dates, etc. after discussing with employee.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____