

TEAMSTERS PERFORMANCE APPRAISAL

Employee _____
Position Title _____

Seniority Date _____
Evaluation Date _____

Place an "X" in the box immediately to the left of the selected rating

1. Job Knowledge: Demonstrates knowledge and skills necessary to perform the job effectively; complies with departmental policies, rules and procedures; understands the duties, responsibilities and expectations of the position. Consider whether employee understands position fundamentals.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

2. Judgment: Anticipates and identifies problems; follows up on requests for information and assistance; takes initiative in addressing problems; reports unavoidable delays in advance of deadline; demonstrates ability to make sound decisions and set priorities; effectively communicates new ideas/procedures to supervisor. Consider how employee perceives new responsibilities in the position.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

3. Reliability; Commitment to the Job: Employee works efficiently; uses time effectively; meets promised deadlines without sacrifice of accuracy, quality or service recipient satisfaction; meets work schedule expectations of the position. Employee demonstrates ability to carry out duties with minimal supervision.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

4. Quality of Work: Meets department expectations for quality of work; accurately and thoroughly completes work; delivers work product and services in a way that reflects credit upon the unit and the University. Employee exercises care to produce the standard the first time; readily detects, corrects or reports errors. Consider timeliness in execution of assigned and agreed-upon tasks.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

5. Productivity: Completes an adequate volume of work and establishes appropriate priorities for fulfilling various job tasks; demonstrates ability to plan job tasks in an efficient manner and flexibility to meet changes in priorities. Consider employee's work output in relation to others doing the same work. Employee maintains acceptable performance over the work period.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

6. Human Relations: Employee establishes and maintains effective working relationships with people at all levels (supervisors, co-workers, students, etc.); promotes good public relations and support through working relationships and verbal communications; effectively conveys information in writing and/or verbally; contributes to a suitable communication environment; demonstrates respect for all individuals regardless of their background or culture; participates in processes that encourage diversity and equal opportunity.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

7. Cooperation/Willingness and Ability to Accept Responsibility: Follows instructions of supervisor and responds to requests in a helpful manner; accepts responsibility and constructive criticism regarding job performance; adjusts to changing conditions; is willing to learn new tasks; demonstrates flexibility and willingness to assist by taking on difficult or inconvenient responsibilities tasks.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

8. Safety: Consistently wears required safety equipment; practices safe work habits in work performance. Employee notifies supervisor of potential safety hazards in workplace. Consider the safe operation of equipment by employee.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

9. Leadership: Consider employee's job performance by example with other people. Consider employee's ability to motivate and instruct others.

Exceeds Expectations * Meets Expectations Does Not Meet Expectations *

Comments (*Comments and/or suggestions for improvement are required if "Exceeds Expectations" or "Does Not Meet Expectations" is checked.):

10. Attendance and Punctuality: Please use the following guidelines to rate the employee's attendance and punctuality for contract year _____. Reflects number of and trends in absences from work. Employee consistently follows absence notification procedures. Attendance meets established standards. Consider whether or not employee assumes responsibility for good attendance and punctuality.

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|--------------------------|---|
| 5 – Outstanding | Attendance is consistently above the requirements of position. |
| 4 - Exceeds Expectations | Attendance is good. No improvement is necessary or required. |
| 3 - Meets Expectations | Consistent attendance. Employee's performance is at the level of meet expectations due to consistent and good attendance. |
| 2 - Below Expectations | Attendance is below the requirements for position. Employee has trouble accepting expectations for attendance and carrying out critical job tasks as a result of poor attendance and punctuality; does not demonstrate desire or ability to meet attendance requirements. |
| 1 - Unsatisfactory | Major shortcomings in attendance; set goals are not accomplished; process is being implemented to gather documentation for discipline and/or termination. |

5-Outstanding 4-Exceeds Expectations 3-Meets Expectations 2-Below Expectations 1-Unsatisfactory

Review of Past Year Goals/Objectives

For the current performance period, summarize employee's major accomplishments and/or areas where goals were not met. Attach additional sheets if necessary.

Goals/Objectives

State specific position duties and responsibilities that employee needs to correct, improve, achieve or acquire during the next evaluation period. Please indicate timetable if goals/objectives are to be achieved in a period of time different than the next 12-month period. There should be mutual discussion, understanding and agreement (when possible) between employee and supervisor that these goals/objectives are important and will be used as a basis for performance evaluation. Attach additional sheets if necessary.

All employees must sign their performance appraisal to show they have read it. Signing does not mean that the employee necessarily agrees with the contents.

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- I understand the contents of this performance review.**
 - I understand, but disagree with the contents of this performance review.**
 - I do not understand the contents of this review and state why in the "Employee Comments" section on this form or on an addendum.**
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- I do do not feel I have been given adequate training to perform satisfactorily in my job.**
 - I do do not believe my contributions to the University are appreciated and valued.**
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Employee Comments:

Employee _____ Date_____

Evaluator _____ Date_____

Director/ _____ Date_____

Administrator _____ Date_____