

ANNUAL EMPLOYEE PERFORMANCE APPRAISAL

Employee: _____ Position Title: _____

Seniority Date: _____ Department: _____

Supervisor(s): _____

Job Skills & Knowledge: Demonstrates professional skills and knowledge of the responsibilities and duties required to effectively function in the position including job-specific technical and/or procedural competencies. In certain positions this includes knowledge of University policies, rules, procedures and their supporting statutes.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Quality of Work: Accuracy, neatness, thoroughness and compliance with departmental expectations and the requirements of the position. Employee understands and responds to work needs, determines appropriate solutions, and delivers positive work product and services. Employee exercises care to produce the standard the first time and detects, corrects or reports errors and applies feedback to improve performance.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Quantity of Work/Planning & Management of Workload: Completes appropriate volume of work; establishes appropriate task priorities; sets goals; plans job tasks in an efficient manner; utilizes materials and equipment effectively; remains focused; accommodates changes in priorities and interruptions; executes tasks in timely manner without sacrificing accuracy, quality or service recipient satisfaction.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Judgment: Anticipates and identifies problems; proposes solutions; is open to new or different resolutions; takes or recommends appropriate actions and determines which problems to handle independently and which to refer to supervisor personnel; follows up on requests for information and assistance.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Initiative and Adaptability: Displays a proactive approach to addressing change and adapts to a variety of assignments. Demonstrates a willingness to learn by suggesting, considering and applying new skills or methods in completing work assignments or projects. Employee responds appropriately/positively to feedback and suggestions for work improvement.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Attendance, Availability and Dependability: Regular and punctual attendance. Individual is at work area when scheduled and remains for duration of required hours in order to be available to perform responsibilities.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Interpersonal & Communication Skills: Organizes and expresses ideas and information clearly, uses appropriate and efficient methods of conveying information. Demonstrates respect and maintains effective working relationships with people at all levels.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

Integrity: Exhibits professionalism, honesty, integrity and strong work ethic. Employee is sensitive to confidentiality. Complies with all department and University policies, procedures, standards of conduct and federal and state employment regulations.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Cite examples supporting rating:

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 between employee and supervisor that these goals/objectives are important and will be used as a basis for performance evaluation. Attach additional page(s) if necessary.

Employee comments (attach additional page(s) 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.

SIGNATURES

Employee Signature

Date

Supervisor Signature**

Date

**It is the responsibility of the employee's immediate supervisor to review and explain the results of the performance review with the employee.

NOTE: Original form should be signed by supervisor, employee and, if applicable, Dean/Director/Administrator and returned to the Human Resource Department. Employee and supervisor should retain copies.

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