

Employee Appraisal Form

| EMPLOYEE INFORMATION | | |
|----------------------|------------|---|
| Last Name | First Name | Employee ID |
| Position Title | Department | Is this person a supervisor? Yes No |

| EVALUATION INFORMATION | | EVALUATION TYPE | | |
|-----------------------------|---------------------------|-----------------------|-------------------------------|---------------|
| Appraisal Period Start Date | Appraisal Period End Date | Probation [90 days] | Ending Probation [150 Days] | Annual Review |

| RATING KEY | | |
|------------|---|--|
| [EP - 5] | Exceptional Performance | Accomplishments are consistently above expected level of essential job requirements. |
| [PE - 4] | Periodic Exceptional Performance | Meets and is above satisfactory performance standards at times. Job performance is satisfactory, acceptable and sometimes above expectations. |
| [SP - 3] | Satisfactory Performance | Meets established objectives in a satisfactory and adequate manner. |
| [IP - 2] | Inconsistent Performance | Performance is at an inconsistent level. Performance requires correction in some areas in order to successfully meet job requirements. Performance requires a high degree of supervision. |
| [UP - 1] | Unsatisfactory Performance | Performance is at level below established objectives with the result that overall contributions are marginal and substandard. Performance requires a high degree of supervision and immediate corrective action. |

SECTION 1: QUALITY OF WORK ANALYSIS [Please evaluate 3 to 5 essential functions]

1 Quality of Work: Essential Function #1

TASK/RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

2 Quality of Work: Essential Function #2

TASK/RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

3 Quality of Work: Essential Function #3

TASK/RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

4 Quality of Work: Essential Function #4

TASK/RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

5 Quality of Work: Essential Function #5

TASK/RESPONSIBILITY: Identify and describe an essential job responsibility of the position.

In support of the rating given, describe how well the employee performs this duty and provide specific work examples.

SECTION 2: EMPLOYEE PERFORMANCE FACTORS

1 Job Knowledge and Development

Does the employee demonstrate knowledge as to how to effectively perform the essential functions of the job? Does the employee properly utilize the tools and methodologies adopted to perform work duties? Does the employee incorporate best practices, applicable experience, and training and development into practices? Is the employee aware of applicable policies, regulations, or pending legislative changes that might impact his/her work? Additionally, has the employee met his/her goals from the Employee Development Plan from last year? If goals were not met, did the employee attempt to reach the goals?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

2 Problem-Solving

Does the employee solve problems independently, promote departmental efficiency, eliminate or reduce waste of resources and time, and decrease the risk of redundancy of effort? Are the actions taken by the employee well informed? Is the employee receptive to change when asked to take an alternative approach to a problem or issue?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

3 Commitment to Service Excellence and Institutional Values

Does the employee provide consistent excellent customer service to internal and external stakeholders? Is the employee pleasant to others and respectful? Does the employee follow directives without negativity? Does the employee address stakeholder needs by providing thorough and timely responses? Is the employee demonstrating a commitment to providing excellence, innovation and promoting higher education.

In the space provided below, provide examples referencing essential job functions in support of the rating given.

4 Communication

Are the employee's written and verbal communications workplace appropriate? Are communications thoughtful, polite and tailored to effectively meet the needs of the University?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

5 Teamwork

Does the employee work well with others? Is the employee respectful of the time of colleagues? Does the employee refrain from workplace gossip and contribute to a positive work environment?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

SECTION 3: COMPLIANCE QUESTIONS

1 Compliance

Is the employee current with required University and departmental trainings?

2 Punctuality

Does the employee consistently comply with attendance expectations?

3 Internal Controls

Does the employee safeguard University assets in accordance with applicable policies?

4 Appearance/Professionalism

Does the employee meet dress code and hygiene workplace expectations?

SECTION 4: SUPERVISOR PERFORMANCE FACTORS

1 Leadership Ability

Does this employee effectively motivate and engage his/her direct reports? Does the supervisor create an opportunity for direct reports to provide feedback on his/her work and operations? How well does this supervisor manage conflict?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

2 Developing Others

Does the supervisor provide adequate coaching and mentorship to employees? Does the supervisor take pro-active steps to address performance issues? Does the supervisor develop internal talent? Does the supervisor delegate work appropriately and properly define job roles?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

3 Deliver Results

Does the supervisor manage operations effectively? Does the supervisor provide high quality deliverables? Does the supervisor take appropriate steps to ensure high quality and quantity work is produced from his/her team in a professional manner?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

4 Communication

Are candid exchanges of ideas encouraged? Does the supervisor communicate with direct reports regularly and respectfully? Is professionalism exhibited in written communications such as emails or memos when addressed to employees? Does the supervisor listen to employee concerns and communicate with the employees as to future action?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

5 Policy Knowledge

Is the supervisor aware of applicable laws, policies, rules, regulations, and accreditation requirements necessary to successfully perform his/her job?

In the space provided below, provide examples referencing essential job functions in support of the rating given.

SECTION 5: PERFORMANCE APPRAISAL SUMMARY

Here is your qualitative score

EMPLOYEE DEVELOPMENT PLAN: JOINT SUPERVISOR & EMPLOYEE SECTION

The development plan must be designed in collaboration with the employee with consideration given to the employee's job description and departmental needs. Development plans are intended to enhance skill development and address any performance improvement needs.

SUPERVISOR SECTION

I acknowledge that this document reflects my evaluation of the employee's performance and that it is accurate and true. I also acknowledge that prior to submission of this document to The Office of Human Resources, I reviewed this evaluation, the employee job description, and discussed the essential functions of the position with the employee.

Supervisor Signature

Supervisor Printed Name

Supervisor Job Title

Date

REVIEWER SECTION

I reviewed this document with the supervisor prior to issuance to the employee. By signature, I acknowledge I conferred with the supervisor and informed the supervisor of the University expectations pertaining to appraisals.

Reviewer Signature

Reviewer Printed Name

Reviewer Job Title

Date

EMPLOYEE SECTION

I agree with the contents of this performance evaluation.

I disagree with the contents of this performance evaluation, please see my comments below.

I received a copy of my job description.

Additional Comments:

By signature, I acknowledge that I discussed this evaluation with my supervisor and reviewed the evaluation, it does not imply agreement. I understand that I may receive a copy of this appraisal upon request.

Employee Signature

Employee Printed Name

Employee Job Title

Date

For Human Resource Use Only

Date Entered :

Processed By :

Comments :

Coding: