



Performance Evaluation Form

EMPLOYEE INFORMATION

Date: _____

Employee Name: _____

Title: _____

Supervisor Name: _____

Evaluation Period: From: _____ To: _____

Check one:

Annual assessment

Probationary assessment

Other

PART I: JOB FUNCTIONS AND STANDARDS

Describe the job functions / duties for this position for the appraisal period. For each function, describe the expectation or standard of performance. Indicate any changes since the last appraisal.

Job function 1:

Standards:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Job function 2:

Standards:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Job function 3:

Standards:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Describe any particular areas of the job functions where the employee has excelled, could further develop, and/or needs significant improvement.

PART II: GOALS

Goals can be projects to make progress on or complete, job functions or behaviors to be improved, and/or skills and practices that could be further developed. All goals should be consistent with department and university goals.

GOAL # 1 DESCRIPTION

PROGRESS REPORT

SUMMARY (complete at time of goal completion or at end of appraisal period)

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

GOAL # 2 DESCRIPTION

PROGRESS REPORT

SUMMARY (complete at time of goal completion or at end of appraisal period)

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

GOAL # 3 DESCRIPTION

PROGRESS REPORT

SUMMARY (complete at time of goal completion or at end of appraisal period)

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

GOAL # 4 DESCRIPTION

PROGRESS REPORT

SUMMARY (complete at time of goal completion or at end of appraisal period)

PERFORMANCE

Did not achieve expected outcomes for this appraisal period.

Achieved expected outcomes for this appraisal period.

Exceeded expected outcomes for this appraisal period.

PART III: BEHAVIORS FOR SUCCESS

Commitment to service

- Offers assistance, support, and feedback to students, employees, and external stakeholders
- Shows initiative, anticipates needs, and takes appropriate action to meet needs.
- Projects a positive, consistent image that reflects institutional values.
- Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Promotes an approach to all work as it directly or indirectly supports the school's mission.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Commitment to forming and maintaining working relationships

- Is tactful, honest, and respectful in communications.
- Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views).
- Demonstrates behaviors that embrace diversity.
- Is approachable and accessible; promotes cooperation.
- Deals maturely, discreetly and directly with conflict.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Commitment to the mission of the University and work unit

- Ensures own actions are consistent with the university's, school's, and work unit's mission.
- Assists others in solving problems and achieving common goals.
- Makes appropriate use of resources in problem solving.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Positive approach to change and improvements

- Demonstrates receptiveness to new ideas and approaches.
- Is flexible in methods of work completion.
- Shows a willingness to try new methods; takes advantage of learning opportunities.
- Offers constructive solutions for making effective changes

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Personal accountability for own work, words and actions

- Operates with honesty and integrity.
- Completes work in a timely manner.
- Asks supervisor to clarify expectations when necessary.
- Exercises confidentiality in all aspects of work.
- Admits mistakes and attempts to learn from them.
- Seeks opportunities for professional growth.
- Problem solves by identifying issues and initiating solutions.
- Follows through on commitments.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

Fosters a respectful, effective, and trusting work environment

(Complete this section only for those employees who supervise others)

- Manages employee performance throughout the year and provides frequent feedback.
- Empowers others to make decisions and suggest changes.
- Addresses conflict and brings to a constructive conclusion.
- Accepts responsibility for mistakes and takes corrective action.
- Invites and accepts constructive feedback.
- Uses resources efficiently.
- Leads in a way that promotes a positive work environment.

PERFORMANCE

NOTES:

Unsatisfactory Performance

Meets expectations

Exceeds expectations

PART IV: ADDITIONAL PERFORMANCE INFORMATION

List accomplishments not already discussed in previous sections. List training and development opportunities participated in during this appraisal period, including the approximate amount of time spent on each item. List possible opportunities for next appraisal period:

PART V: RESOURCES & SUPPORT

List any feedback that would assist the employee reaching goals and assist in the behaviors listed for success. Or provide documentation from employee regarding resources for success and how management can assist in reaching their goals.

OVERALL EMPLOYEE PERFORMANCE

Considering information from all sections of the appraisal, the employee self-appraisal and (if applicable) peer or customer input, select the best description of the employee's performance during this appraisal period.

Unsatisfactory Performance

Achieves some goals and meets expectations for some job functions, but does not achieve all at a level consistent with experience or appropriate to the area's needs; AND/OR demonstrates some behaviors necessary for success, but may need significant improvements in others; AND/OR seeks to learn and grow, but achievements are not as expected.

Meets Expectations

Participates in setting goals and achieves expected outcomes; AND reliably meets or exceeds expectations for job functions; AND at a minimum, meets expectations in all behaviors necessary for success; AND continues to learn and grow in job, looking for new and more effective approaches and methods to enhance own skills.

Exceptional Performance

Participates in setting challenging goals and often exceeds expected outcomes; AND consistently performs at a level exceeding expectations for most or all job functions, including taking on responsibilities outside of basic job expectations; AND consistently exceeds behaviors necessary for success and acts as a role model for others.

Once the current appraisal is completed, new and continuing goals/expected outcomes, and the most updated list of job functions and standards should be discussed with the employee and entered into a new appraisal form for the next appraisal period.

I understand that my signature indicates that I have seen and discussed this evaluation with my supervisor and received a copy. My signature does not reflect my agreement to the details of this evaluation. If I disagree with any part of this evaluation, I understand that I may provide additional documentation to that effect.

Supervisor Signature

Signature Date

Employee Signature

Signature Date

Employee comments (optional):

I wish to attach additional information.

I do not wish to attach additional information.