

Professional & Scientific Performance Appraisal

Employee's Name: _____ Employee's University ID #: _____
 Employee's Title: _____ Department: _____
 Date Employee Began Current Position: _____ Review Period: From: _____ To: _____
 Supervisor's Name: _____ Supervisor's University ID #: _____
 Position/Title: _____
 Length of time employee has worked for present supervisor: _____

Purpose

Effective evaluation of job performance is an on-going process. This form is used for supervisors' annual review of progress toward meeting job expectations and goals as well as for other times during the year when formal feedback is needed. The purpose of the appraisal is to improve the performance of individuals and the institution, to facilitate communication between supervisors and staff members and to provide a basis for management decisions.

Performance Rating Categories and Definitions

- Exceptional** Performance consistently far exceeds expectations. Performance is characterized by exceptionally high work quality. Employees rated as having exceptional performance repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job duties and responsibilities.
- Exceeds Expectations** Performance frequently exceeds expectations. Annual goals are met or exceeded. Performance indicates thorough attention to and the completing of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond what is expected.
- Meets Expectations** Performance meets the requirements and standard expectations of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently or the performance is progressing at an appropriate pace based on the length of time in the position.
- Needs Improvement** Performance does not consistently meet all expectations of the position. Areas for improvement and an action plan for achieving needed improvement are to be developed in a collaborative manner.
- Unsatisfactory** Performance does not meet minimum expectations of the position. Supervisor must specifically identify unacceptable performance and expectations to achieve successful performance.

I. Job Responsibilities

| Job Responsibilities | |
|---|--|
| The extent to which an employee performs key responsibilities as articulated in the position description. An overall rating is to be given for this section, but specific essential functions may be referenced and rated individually in the comments section. | |
| Performance Rating | |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory | |
| Supportive Details or Comments | |
| | |

II. Goal Attainment

| Goals For Evaluation Period |
|--|
| The extent to which an employee made progress on goals established at the beginning of the evaluation period. Goals established and communicated during the evaluation period as well as modifications to original goals are to be considered. An overall rating is to be given for this section, but specific goals may be referenced and rated individually in the comments section. |
| Performance Rating |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

III. Performance Factors

| Job Knowledge and Skills |
|--|
| The extent to which an employee demonstrates technical and functional knowledge and the skill level required to complete assignments efficiently and effectively. Includes learning and adapting to changing skill requirements and pursuing developmental opportunities relating to job responsibilities. |
| Performance Rating |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

| Communication |
|--|
| The extent to which an employee is proficient and professional in oral and written communications and communicates effectively to foster and promote achievement of departmental mission and organizational goals. Includes active listening, awareness of non-verbal cues, reflection, seeking and receiving feedback; use of appropriate communication channel and medium; respecting confidential information; and providing information to others in a clear, complete and concise manner. |
| Performance Rating |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

| Planning/Organizing |
|--|
| The extent to which an employee works efficiently and productively, and effectively manages resources (labor, time, materials, etc.). Includes prioritizing, planning and organizing work for greatest efficiency and effectiveness. Also includes the extent to which employee reviews and develops procedures and recommendations for revision and implementation in both the assigned and related work areas. |
| Performance Rating |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

Reliability

The extent to which an employee can be relied upon regarding task completion and follow-up; including meeting deadlines on time without sacrificing accuracy, quality, departmental/university objectives, or customer service satisfaction. Includes following established safety standards, maintaining appropriate attendance/punctuality, and adhering to university/divisional/departmental policies and procedures.

Performance Rating

Exceptional
 Exceeds Expectations
 Meets Expectations
 Needs Improvement
 Unsatisfactory

Supportive Details or Comments

Critical Thinking and Decision Making

The extent to which an employee grasps new ideas; appropriately handles issues or conflicts; analyzes problems effectively; involves others in seeking the best solutions; determines appropriate courses of action for solutions; and makes clear, consistent and timely decisions while acting with integrity.

Performance Rating

Exceptional
 Exceeds Expectations
 Meets Expectations
 Needs Improvement
 Unsatisfactory

Supportive Details or Comments

Initiative/Innovation

Identifies what needs to be done and does it with little or no guidance; envisions possible outcomes or obstacles and responds in a manner to minimize risk; and generates new and original ideas that relate to the position, departmental objectives or university strategic plan.

Performance Rating

Exceptional
 Exceeds Expectations
 Meets Expectations
 Needs Improvement
 Unsatisfactory

Supportive Details or Comments

Leadership

Accepts responsibility for own work; develops trust and credibility; demonstrates ethical behavior; motivates, influences and inspires positive behavior in others; and possesses skills and abilities necessary to achieve assigned goals.

Performance Rating

Exceptional
 Exceeds Expectations
 Meets Expectations
 Needs Improvement
 Unsatisfactory

Supportive Details or Comments

Teamwork/Inclusion

Cooperates and collaborates with colleagues as appropriate; works in partnership with others; contributes to an inclusive and welcoming environment and respects individual differences; recognizes and respects diverse points of view; engages the talents, experiences, and capabilities of others; and creates opportunities for access and success of others.

Performance Rating

| |
|--|
| Teamwork/Inclusion |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

| |
|--|
| Other |
| Any other performance factor relevant to position. Specify in comments section. |
| Performance Rating |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

IV. Does the employee being evaluated have supervisory responsibilities? Yes No
 If yes, complete this section. If no, skip to section V.

| |
|--|
| Supervisory Skills/Develops Staff |
| The extent to which an employee clearly defines, oversees and ensures satisfactory completion of delegated work; extent to which employee shows fairness and impartiality in interactions with staff, resolves conflicts and disputes among staff; and prepares and conducts meaningful, objective and timely performance evaluations for those supervised; identifies potential in staff and provides training and developmental experiences to realize that potential; exhibits effective coaching and training skills, promoting employee development and career growth; and provides timely informal performance feedback. |
| Performance Rating |
| <input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| Supportive Details or Comments |
| |

V. Overall Performance Rating
 Indicate the performance level that most closely reflects how the employee's overall performance measured up to what should normally be expected from an employee with similar experience at this level.

Exceptional
 Exceeds Expectations
 Meets Expectations
 Needs Improvement
 Unsatisfactory

VI. Goals
 Indicate specific goals for the next evaluation period. Goals should align with those of the position, department and university. (See HRS Training & Development web page for best practices on establishing goals).

VII. Position Description Review
 The employee's position description has been reviewed for accuracy:



No changes are necessary at this time.

Changes are necessary and will be submitted to HRS.

VIII. Employee's Comments (optional)

A separate page may be attached.

Employee Signature*: _____ **Date:** _____

**I acknowledge that this Performance Appraisal was discussed with me.*

Appraiser Signature: _____ **Date:** _____

Appraiser's Supervisor Signature: _____ **Date:** _____

Original to: Human Resource Services, 027 Gilchrist, 0034
Copies to: Employee, Supervisor, Dean/Department Head, Vice President

[Revised 11/2013]