

Job Performance Appraisal

Employee's Name:	Employee's Position:
Department:	Date of Job Appraisal Discussion:
Supervisor:	Supervisor's Position:
Appraisal for a one-year period beginning (month) _____ (year) _____	

Part 1 Generic Factors

Factor 1	Employee's Performance (check one)				
Quality of Work	5	4	3	2	1
Assures accuracy, thoroughness and reliability of results in the work product.	Exceeds Standards	Meets Standards	Does not meet Standards*		
Factor 2	Employee's Performance (check one)				
Quantity of Work	5	4	3	2	1
Meets the workload requirements of the job	Exceeds Standards	Meets Standards	Does not meet Standards*		
Factor 3	Employee's Performance (check one)				
Job Knowledge	5	4	3	2	1
Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities	Exceeds Standards	Meets Standards	Does not meet Standards*		
Factor 4	Employee's Performance (check one)				
Dependability	5	4	3	2	1
Can be depended on to plan and complete work assignments as required.	Exceeds Standards	Meets Standards	Does not meet Standards*		
Factor 5	Employee's Performance (check one)				
Ability to improve	5	4	3	2	1
Uses constructive feedback to improve performance. Open to new methods for completing job responsibilities.	Exceeds Standards	Meets Standards	Does not meet Standards*		

Part 1 Comments:	Employee's Action:
	Supervisor's Action:
*Requires comments	

Part II Specific Factors

Factor 6	Employee's Performance (check one)					
Organization	5	4	3	2	1	N/A
Demonstrates ability to plan and establish priorities to achieve job objectives. Manages workload in an organized manner.	Exceeds Standards		Meets Standards		Does not meet Standards*	Not applicable
Factor 7	Employee's Performance (check one)					
Problem Solving	5	4	3	2	1	N/A
Demonstrates analytical ability to gather facts and develop solutions. Makes decision which are sound and timely.	Exceeds Standards		Meets Standards		Does not meet Standards*	Not applicable
Factor 8	Employee's Performance (check one)					
Customer Service	5	4	3	2	1	N/A
Ability to interact with customers, both internally and externally.	Exceeds Standards		Meets Standards		Does not meet Standards*	Not applicable
Factor 9	Employee's Performance (check one)					
Initiative	5	4	3	2	1	N/A
Is a self-starter. Ability to proceed without being told every detail.	Exceeds Standards		Meets Standards		Does not meet Standards*	Not applicable
Factor 10	Employee's Performance (check one)					
Creativity	5	4	3	2	1	N/A
Contributes new ideas and methods.	Exceeds Standards		Meets Standards		Does not meet Standards*	Not applicable
Factor 11	Employee's Performance (check one)					
Adaptability	5	4	3	2	1	N/A
Responds effectively to changing needs of the department.	Exceeds Standards		Meets Standards		Does not meet Standards*	Not applicable

Factor 12	Employee's Performance (check one)					
Interpersonal Skills	5	4	3	2	1	N/A
Ability to maintain a positive and supportive work environment.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable		
Factor 13	Employee's Performance (check one)					
Communication Skills	5	4	3	2	1	N/A
Exhibits good verbal and written communication skills as related to job duties.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable		
Factor 14	Employee's Performance (check one)					
Technical Skills	5	4	3	2	1	N/A
Is proficient in technical skills required for the job.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable		
Part II Comments:	Employee's Action:					
	Supervisor's Action:					
*Requires comments						

Part III Supervisory Ability (applicable to exempt staff)

Factor 15	Employee's Performance (check one)					
Fiscal Awareness	5	4	3	2	1	N/A
Exercises acceptable budgetary control and demonstrates a knowledge of budget planning and budgeting principles.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable		
Factor 16	Employee's Performance (check one)					
Communications	5	4	3	2	1	N/A
Keeps employees sufficiently informed and is open to upward communication.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable		
Factor 17	Employee's Performance (check one)					
Employee Development	5	4	3	2	1	N/A
Provides and encourages professional training/development of staff.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable		

Factor 18	Employee's Performance (check one)			
Delegation	5 4	3	2 1	N/A
Delegates responsibility appropriately.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
Factor 19	Employee's Performance (check one)			
Personnel Relations	5 4	3	2 1	N/A
Demonstrates good judgement when making hiring, promotion, termination, and evaluation decisions.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable N/A
Factor 20	Employee's Performance (check one)			
Leadership	5 4	3	2 1	N/A
Exemplifies leadership by motivating employees to perform with competency and professionalism. Keeps employees sufficiently informed and is open to upward communication.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
Factor 21	Employee's Performance (check one)			
External Relations	5 4	3	2 1	N/A
Ability to deal with external agencies, colleagues and university constituents. Fosters positive working relationships on behalf of the university.	Exceeds Standards	Meets Standards	Does not meet Standards*	Not applicable
Part III Comments:	Employee's Action:			
	Supervisor's Action:			
*Requires comments				

Part IV Strengths and Strategies

Strengths and assets

Training/Development needs

Strategies for employee development

Part V Overall Performance

Exceeds standards Meets standards Does not meet standards*

*Performance rating of "Does not meet standards" requires comments under training/development needs.

Employee Comments:

Supervisor Comments:

Employee Signature Date

Supervisor Signature Date