

**University of Houston-Victoria
Job Performance Appraisal**

Employee's Name _____ Employee Position's _____

Department _____ Date of Job Appraisal Discussion _____

Supervisor _____ Supervisor's Position _____

Appraisal for one-year period beginning (month) _____ (year) _____

Part 1 Generic Factors

Factor 1: Quality of Work – Assures accuracy, thoroughness and reliability of results in the work product. Employee's Performance (check one).

___ 5 ___ 4 ___ 3 ___ 2 ___ 1
Exceeds Standards Meets Standards Does not meet standards

Factor 2: Quantity of Work – Meets the workload requirements of the job.

Employee's Performance (check one).

___ 5 ___ 4 ___ 3 ___ 2 ___ 1
Exceeds Standards Meets Standards Does not meet standards

Factor 3: Job Knowledge – Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities.

Employee's Performance (check one).

___ 5 ___ 4 ___ 3 ___ 2 ___ 1
Exceeds Standards Meets Standards Does not meet standards

Factor 4: Dependability – Can be depended on to plan and complete work assignments as required.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 5: Ability to improve – Uses constructive feedback to improve performance. Open to new methods for completing job responsibilities.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Part 1 Comments: (Required if employee does not meet standards)

Employee's Action:

Supervisor's Action:

Part II Specific Factors

Factor 6: Organization – Demonstrates ability to plan and establish priorities to achieve job objectives. Manages workload in an organized manner.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 7: Problem Solving – Demonstrates analytical ability to gather facts and develop solutions. Makes decisions that are sound and timely.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 8: Customer Service – Ability to interact with customers, both internally and externally. Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 9: Initiative – Possesses self-starter skills. Ability to proceed without being told every detail. Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 10: Creativity – Contributes new ideas and methods.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 11: Adaptability – Responds effectively to changing needs of the department.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 12: Interpersonal Skills – Ability to maintain a positive and supportive work environment. Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 13: Communication Skills – Exhibits good verbal and written communication skills as related to job duties. Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 14: Technical Skills – Is proficient in technical skills required for the job.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Part II Comments: (Required if employee does not meet standards)

Employee's Action:

Supervisor's Action:

Part III Supervisory Ability ____ This section does not apply

Factor 15: Fiscal Awareness – Exercises acceptable budgetary control and demonstrates a knowledge of budget planning and budgeting principles.

Employee's Performance (check one).

____ 5 ____ 4 ____ 3 ____ 2 ____ 1
Exceeds Standards Meets Standards Does not meet standards

Factor 16: Communications – Keeps employees sufficiently informed and is open to upward communication.

Employee's Performance (check one).

____ 5 ____ 4 ____ 3 ____ 2 ____ 1
Exceeds Standards Meets Standards Does not meet standards

Factor 17: Employee Development – Provides and encourages professional training/development of staff.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 18: Delegation: Delegates responsibility appropriately.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 19: Personnel Relations – Demonstrates good judgement when making hiring, promotion, termination, and evaluation decisions.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Factor 20: Leadership – Exemplifies leadership by motivating employees to perform with competency and professionalism. Keeps employees sufficiently informed and is open to upward communication.

Employee's Performance (check one).

5 4 3 2 1
Exceeds Standards Meets Standards Does not meet standards

Part II Comments: (Required if employee does not meet standards)

Employee's Action:

Supervisor's Action:

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 ratings of **DOES NOT MEET STANDARDS** requires comments under training/development needs.

Employee's Comments

Supervisor's Comments

Employee Signature

Date

Supervisor's Signature

Date