Administrative Personnel Appraisal Form

Evaluation Period

From

Through

Name

Title

SS# Dept

Acct/Position No.

Date appointed to current position

PART I: PERFORMANCE EVALUATION Supervisor's Rating: Significance Factor: A = High *4 = Outstanding 2 = Meets job requirements B = Moderate 3 = Exceeds job requirements *1 = Needs improvement N/A = Not applicable C = Low *Responses in this category require explanation in Part II C = Low

JOB KNOWLEDGE: Consider the employee's knowledge and application of the techniques, skills, procedures, expertise, etc., required to perform the job.

		Supervisor's Rating	Significance Factor	
1.	Possesses technical knowledge and displays understanding of all aspects of the job.			
2.	Demonstrates ability to make sound, feasible decisions in a timely, independent manner.			
3.	Develops policies and procedures in an appropriate manner.			
4.	Interprets and applies policy accurately and consistently.			
5.	Demonstrates analytical, objective approach to problem solving.			
6.	Demonstrates effective verbal communication skills.			
7.	Demonstrates effective written communication skills.			
8.	Understands and applies fiscally sound budgetary principles.			
ACCOMPLISHMENT OF OBJECTIVES: Consider the employee's performance results on specific projects, objectives and/or goals assigned during this review period.				
		Supervisor's Rating	Significance Factor	
1.	Establishes and accomplishes realistic objectives.			
2.	Systematically assembles and arranges work to meet objectives.			
3.	Understands, supports and strives to meet annual goals and objectives of unit.			
QUALITY OF WORK: Consider accuracy, completeness, neatness and employee's performance in maintaining high quality work standards.				
		Supervisor's Rating	Significance Factor	
1.	Attends to details in a dependable, conscientious manner.			
2.	Transmits information and requests expeditiously and accurately.			
3.	Produces accurate, thorough and reliable results.			
	DUCTIVITY: Consider the amount of work accomplished and the effective utilization of time and exproblems.	fforts on key work	k related issues	

		Supervisor's Rating	Significance Factor
1.	Establishes and meets realistic milestones for task completion.		
2.	Exhibits professional behavior under stress.		
3.	Effectively manages multiple tasks and responsibilities.		
4.	Consistently produces results relative to duties.		
<i>INIT</i> devel	<i>TATIVE AND CREATIVITY:</i> Consider the employee's ability to initiate and follow through with a op w	ppropriate action	and ability to
		Supervisor's Rating	Significance Factor
1.	Plans effectively and imaginatively.		
2.	Seeks innovative means to improve quality.		
3.	Facilitates the decision making process.		
4.	Recognizes needs and originates actions.		
5.	Adapts to changing priorities, new ideas and methods.		
<i>INTI</i> publi	<i>ERPERSONAL RELATIONS:</i> Consider the employee's ability to establish and maintain effective v c	vorking relationsh	ips with the
		Supervisor's Rating	Significance Factor
1.	Demonstrates honesty, integrity and trust in all working relationships.		
2.	Demonstrates ability to resolve or amend conflicts or concerns in a positive manner.		
3.	Builds relationships in which people come first and all are treated with dignity and respect.		
4.	Acts as a team member in the accomplishment of assigned tasks.		
5.	Encourages and accepts constructive feedback.		
	<i>ERVISORY SKILLS:</i> Consider the employee's ability to effectively manage human resources. Con ority, leadership, training/development and team building.	sider factors such	as delegation of
		Supervisor's Rating	Significance Factor
1.	Demonstrates excellence in leadership by promoting teamwork, creativity and a strong work ethic in achieving the goals and objectives of the unit/division.		
2.	Promotes training and development of employees.		
3.	Encourages employees to learn new skills and accept new challenges in meeting their career goals.		
4.	Delegates authority through clearly stated objectives and assigned accountability.		
5.	Understands and adheres to institutional Affirmative Action Plan regarding goals and timetables, grievances/discrimination complaints, disseminating plans to their employees and following university guidelines.		

DEPENDABILITY: Consider the employee's availability and responsiveness to assigned duties and reliability in performing them properly. Also consider attendance and punctuality.

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		Supervisor's Rating	Significance Factor	
1.	Assumes full responsibility for assigned tasks.			
2.	Completes work in a timely manner.			
3.	Accepts full accountability for his/her actions and those he/she supervises.			
4.	Exhibits consistency in regular attendance and considers work load when requesting leave.			
5.	Demonstrates responsibility by prompt attendance.			
PROFESSIONAL CONTRIBUTIONS: Consider the contributions made on the part of the employee to the staff, students, university, community and state or region.				
		Supervisor's Rating	Significance Factor	
1.	Provides positive representation of the university in civic affairs and community or government service.			
2.	Contributes to the university through participation in special projects, committees, and professional associations.			
3.	Displays commitment to the university.			

PART II: COMMENTS

SUPERVISOR COMMENTS: Based on the appraisal you have made, please answer the following questions in your own words. Use additional paper if necessary.

1.	А.	This employee is well suited for type of work he/she is now doing.	YES	🗌 NO
		Please explain.		

B. Progress toward previously recommended steps for professional development or training:

C. Recommendations for additional professional development or training:

2.	What is your overall evaluation of empl Excellent Above Average		Poor	Unsatisfactory
	Comments:			
	I have been employee's supervisor for	years and	months	5.

EMPLOYEE COMMENTS: I agree with the above evaluation and comments. I disagree with the above evaluation and comments for the following reasons:

Use additional paper if necessary.

Employee's request for professional or personal development or training:

Development or training sessions/classes completed during this evaluation period:

Comments by Associate/Assistant Vice President, Dean, Director:

Comments by Reviewing Official:

PART III: SIGNATURES

Signature of Employee	Date
Signature of Immediate Supervisor	_ Date
Signature of CEO, HR Manager, Dept Head	Date
Reviewed By:	_ Date
	_ Date