

## Employee Personnel Appraisal Form

Evaluation Period

Name \_\_\_\_\_

From \_\_\_\_\_

SS# \_\_\_\_\_

Through \_\_\_\_\_

Title \_\_\_\_\_ Dept \_\_\_\_\_

Acct/Position No. \_\_\_\_\_

Date appointed to current position \_\_\_\_\_

### PART I: PERFORMANCE EVALUATION

**Supervisor's Rating :**

**\*4 = Outstanding**

**3 = Exceeds job requirements**

**2 = Meets job requirements**

**\*1 = Needs improvement**

**N/A = Not applicable**

*\*Responses in this category require explanation in Part II*

**Significance Factor:**

**A = High**

**B = Moderate**

**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.
-

***PRODUCTIVITY:***

**Consider the amount of work accomplished and the effective utilization of time and efforts on key work related issues and problems.**

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.

***INITIATIVE AND CREATIVITY:***

**Consider the employee's ability to initiate and follow through with appropriate action and ability to develop ways to handle new or unusual work situations through wise use of human and financial resources.**

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.

***INTERPERSONAL RELATIONS:***

**Consider the employee's ability to establish and maintain effective working relationships with the public, co-workers, faculty, students and staff based upon the university's values.**

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.

***SUPERVISORY SKILLS:***

**Consider the employee's ability to effectively manage human resources. Consider factors such as delegation of authority, leadership, training/development and team building.**

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.

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. A. 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 employee?

Excellent      Above Average      Average      Poor      Unsatisfactory  
Comments:

I have been employee's supervisor for \_\_\_\_\_ years and \_\_\_\_\_ months.

---

**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 Assoc./Assistant VP, Dean, Director \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_