



PERFORMANCE APPRAISAL – STAFF – SELF APPRAISAL

NAME _____ POSITION _____ OVERALL RATING _____
 HIRE DATE _____ TITLE DATE _____ TODAY'S DATE _____

Instructions: Circle the appropriate rating for each factor below: 3 = Exceeds Expectations, 2 = Meets Expectations (Where expectations are numerically measurable – achieves 90-110% of expectations), 1 = Below Expectations. Assign values for responsibilities 1-5. Based on the preassigned values, the sum of the values for responsibilities 1-5 should equal .50. Each value you assign should reflect the value of that responsibility to the department or university. You may reassign values to responsibilities with preassigned values or assign values to fewer than five responsibilities. However the values are distributed, this total should always equal 1.0. To calculate the employee's overall rating, multiply the rating for each factor by the value of that factor to give a subtotal and add the subtotals.

RESPONSIBILITIES (FY ____)	EXPECTATION/MEASUREMENT	RESULT	VALUE	RATING	SUBTOTAL
1.				3 2 1	
2.				3 2 1	
3.				3 2 1	
4.				3 2 1	
5.				3 2 1	
Dependability	Scheduled time off in advance, considered department work load whenever possible. Promptly notified supervisor of unscheduled absence or tardiness. Conformed to department's attendance policy. Utilized working time effectively. Could be relied on to adjust schedule, put in extra time or take on extra job assignments as required.		0.08 or _____	3 2 1	
Relationship with Other Employees, Students and the Public	Pleasant, patient, considerate and respectful in dealing with employees, students and the public. Responded promptly to questions and concerns. Promptly and accurately relayed pertinent information from other departments, students and members of the public.		0.07 or _____	3 2 1	
Attitude Towards University and Department	Understood and enthusiastically supported university and department mission and policies. Positive feelings towards university and department were reflected in presentation of personal image and appearance of work area.		0.07 or _____	3 2 1	
Teamwork	Helped out and filled in for other employees when necessary. Contributed to an efficient, cooperative and positive work atmosphere.		0.07 or _____	3 2 1	
Knowledge	Maintained and applied adequate job knowledge. Understood role as it related to department goals and how progress towards goals was measured. Understood how work will affect the work of other departments.		0.07 or _____	3 2 1	
Intradepartmental Communications	Acted on instructions willingly with sufficient but not undue follow-up. Kept supervisor informed of activities, concerns and progress towards accomplishment of department goals. Initiated communication as required, making appropriate comments and suggestions as necessary to accomplish departmental goals. Shared necessary information with co-workers and welcomed feedback.		0.07 or _____	3 2 1	
Initiative	Performed tasks outside of assigned responsibilities without supervisory directive when the need was apparent. Asked for and willingly accepted additional tasks when assigned responsibilities were completed. Made suggestions for improvement of operations. Exercised good judgment.		0.07 or _____	3 2 1	
Total	COMMENTS:		1.0		

SIGNATURES:
 I acknowledge that I have read this appraisal and discussed it with my supervisor. I () agree () disagree with this appraisal. If desired, attach additional pages to explain reason for disagreement.

EMPLOYEE _____ DATE _____

REVIEWER _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

EMPLOYEE DEVELOPMENT

This section should be completed during the performance review meeting. The answers to these questions should be the result of discussion between the reviewer and the employee. These answers should not affect the employee's performance rating.

1. Employee's special knowledge, skills or interests which might be better utilized (particularly training or education acquired since last review), and specific ways in which they might be better utilized in employee's present position or other positions.

2. Mutually agreed upon development plans for improving performance and accomplishing personal goals of employee in his/her present position. Be specific regarding education, training, or character development.

3. Employee's ideas for improving department operations.

4. Comments:

	VALUE	EXPECTATION/MEASUREMENT
GOALS FOR NEXT FISCAL YEAR (FY_____)		
1.		
2.		
3.		
4.		
5.		
TOTAL	0.50 or	

The section above is a result of a discussion between my supervisor and me concerning my development. I acknowledge the conclusions of that discussion.

Employee Signature

Date

Reviewer

Date