



# Human Resources

## The University of Texas at Austin Annual Performance Appraisal

for classified personnel and non-teaching professional staff  
Revised 5/2018

For Appraisal Period Ending \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Overall Purpose of the Position. (Attach additional sheets for comments if necessary.)

Key Responsibilities	Appraisal of Performance



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### Overall Performance Appraisal

**Guide for Appraisal:**

- Performance **exceeds** expectations: Performance overall exceeds expectations.
- Performance **meets** expectations: Overall performance is good and solid.
- **Does not meet** expectations: Performance has not met key responsibilities.

In the space below, please provide a rating and summary of the employee's overall performance. In determining the overall rating, please consider the ratings in each key responsibility and, if applicable, the percent time or weight of each key responsibility.

Please also note specific areas of performance where improvements can be made and describe the Performance Action Plan for addressing any performance deficiencies and the scheduled follow-up dates on the plan.

Overall Rating and Comments: (Attach additional sheets for comments if necessary.)

### Supervisor/Evaluator Information

\_\_\_\_\_  
Name of Evaluator/Supervisor

\_\_\_\_\_  
Title

This performance appraisal was discussed with the employee on: \_\_\_\_\_

\_\_\_\_\_  
signature

### Employee Information

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Title

This performance appraisal was discussed with me on: \_\_\_\_\_

\_\_\_\_\_  
signature



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### Management Review

In the space below, please enter any comments on this evaluation (optional). (Attach additional sheets for comments if necessary.)

Department Head

Date

signature

### Employee Comments

In the space below, please enter any comments on this evaluation (optional). Your comments are part of the appraisal and will be included in your personnel file. (Attach additional sheets for comments if necessary.)

Comments provided on: (date)

signature