



Overview of the instrument

The current performance appraisal form is intended for use for classified and non-teaching professional staff of the university. It is divided into nine (9) sections as described below.

The **First Section** includes an area for the date on which the appraisal period ends and the employee name, title, and department.

The **Second Section** includes a space for the overall purpose of the position. This area is intended to be used to remind the employee and the supervisor of the reason the position exists.

The **Third Section** includes a column titled: Key Responsibilities. In this section, the supervisor lists the main job expectations, including conduct and interpersonal expectations, developed in collaboration with the employee. This section is the basis for the following rating period's appraisal. It may also be changed as the job evolves. The Strategic Workforce Solutions (SWS) unit recommends this be reviewed at least annually to ensure the key responsibilities are still accurate.

The **Fourth Section** includes a column titled: Evaluation of Performance. The Evaluation of Performance section is the area designated for the supervisor, when completing the final appraisal, to include his or her rating of each of the employee's Key Responsibilities. Space is provided for the supervisor to provide the comments and examples to support the rating. This section may also be used by the employee to complete a self-appraisal to submit to the supervisor for consideration before the final appraisal is completed; this is done at the supervisor's request.

The **Fifth Section** provides a brief description of the three rating levels:

- 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.

The **Sixth Section** provides space for the supervisor to provide an overall rating for the employee's performance. It also provides space for the supervisor to write an overall assessment of the employee's performance including specific areas for improvement. If there are specific areas for improvement, it includes space for the supervisor to describe the Performance Action Plan developed to address the deficiencies and the scheduled follow-up for the plan.

The **Seventh Section** provides a space for the name, title, and signature of the evaluator and the date on which the appraisal was discussed with the employee.

The **Eighth Section** provides a space for the employee to enter his or her name, title, and signature and the date on which the supervisor discussed the appraisal with the employee.

The **Ninth Section** includes an area for the department head to provide comments and then sign and date his or her review of the appraisal.

The **Tenth Section** provides an area for the employee to provide comments on the appraisal.

Instructions for using the instrument

1. The employee completes a self-appraisal on each Key Responsibility on the appraisal form and submits it to the supervisor as the supervisor's request
 2. The supervisor reviews self-appraisal (if completed) and completes their appraisal of the employee incorporating data from self-appraisal.
 3. The supervisor may discuss the completed appraisal with next level supervisor.
 4. The supervisor sets the date and time of the appraisal discussion.
 5. The supervisor provides copy of completed appraisal to the employee to read and review prior to the scheduled meeting.
 6. The employee and supervisor meet and discuss appraisal.
 7. The supervisor signs the appraisal.
 8. The employee may elect to provide comments to the appraisal and then signs and dates the appraisal.
 9. The signed appraisal is sent to department head for review and signature.
 10. The completed appraisal is filed in the employee's personnel file.
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