

# Performance Appraisal

Employee Name  
Department  
Date of last appraisal

Title  
Hire Date

**Instructions:** Evaluations for the non-unit staff members are to be completed on an annual basis. The employee's work performance is to be carefully evaluated in relation to essential functions of the job. If an employee is to be ranked anything other than Meets Expectations, a rationale must be provided. An attachment may be added if there is not sufficient room for comments.

## Definitions of Performance Ratings

**E – Exceeds expectations.** Performance is exceptional in all areas.

**M – Meets expectations.** Performance is satisfactory and quality of work is acceptable

**D – Does not meet expectations.** Performance is below expectations. Improvement is needed.

## General Factors

### Rating

- 1. Quality** – The extent to which an employee's work is accurate, thorough, and neat. E  M  D   

Rationale required if other than M
- 2. Productivity** – The extent to which an employee produces a significant volume of work efficiently in a specified period of time. E  M  D   

Rationale required if other than M
- 3. Job Knowledge** – The extent to which an employee possesses the practical/technical knowledge required on the job. E  M  D   

Rationale required if other than M
- 4. Reliability** – The extent to which an employee can be relied upon regarding task completion & follow-up. E  M  D   

Rationale required if other than M
- 5. Attendance** – The extent to which an employee is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record. E  M  D   

Rationale required if other than M
- 6. Adherence to policy** – The extent to which an employee follows safety and conduct rules, other regulations, and adheres to agency policies. E  M  D   

Rationale required if other than M

7. **Interpersonal Relationships** – The extent to which an employee is willing and demonstrates the ability to cooperate, work, and communicate with coworkers, supervisors, subordinates, and/ or outside contacts. E  M  D

Rationale required if other than M

8. **Judgment** - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary. E  M  D

Rationale required if other than M

9. **Initiative** - The extent to which an employee seeks out new assignments, and assumes additional duties when necessary. E  M  D

Rationale required if other than M

10. **Creativity** - The extent to which an employee proposes ideas, and finds new and better ways of completing tasks. E  M  D

Rationale required if other than M

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**Complete all of the following**

1. Accomplishments or new abilities demonstrated since last review

2. Expectations for the following year including professional development plan

**Employee's Comments:**

\*If necessary, additional sheets may be attached.

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Discussed with individual on / /

Employee's Signature

\*I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired  Yes  No

Follow-up Date / /

Evaluator's Signature

Date / /