



Performance Planning and Development

PERFORMANCE APPRAISAL FORM GUIDE

SUPERVISORS: Please be sure that the name, banner identification number, classification, and employee group match the system generated list provided.

Accomplishment of Positions Duties, Tasks and Responsibilities

Major Duties and Responsibilities

This section should be completed by the employee based on the performance planning and interim evaluation done during the past year. Please be sure to include the full period and not just focus on the last month or two. This can include Performance Standards (1) set and/or Performance Goals/Objectives set (2).

1. **Performance Standards:** A standard by which to measure on-going performance of tasks and activities which happens over and over. For example, responding to written inquiries within three days or answering the phone within three rings.
2. **Performance Goals/Objectives:** These measure performances on tasks or activities that, once completed, are replaced with new tasks or activities. For example, installing a new software package, coordinating a new project to renovate a building, writing a paper for a publication, or leading a seminar.

Note: Please make sure that both the employee and the supervisor are in agreement over major duties and responsibilities. Disagreements must be resolved before performance is evaluated.

Level of Performance

This should be completed by the employee's immediate supervisor (the person who has actual first hand knowledge of the employee's work and directly assigns job responsibilities, tasks, and projects that are being evaluated). The rating definitions are given on the last page of the Appraisal form.

Comments on Performance

This should be completed by the immediate supervisor. This is the place to make comments about the employee's performance relative to the duties and responsibilities. The appraisal of each element of job performance should be followed by comments explaining the evaluation and recommending specific areas of improvement or development if necessary.

Other Contributions

This section should be completed by both the employee and the immediate supervisor. This is the place to remark on duties and responsibilities not listed in the Major Duties and Responsibilities section of the Performance Appraisal form. For example, major participation in a work related organization; playing a leadership role in a work related conference or seminar; developing a new procedure; improving a department/unit process.



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Individual Performance Factors

Job Related Performance Factors

These 14 factors should be related to the overall performance of the employee in accomplishing the major duties and responsibilities. A mark should be placed in the appropriate appraisal rating range. The use of +/- relative to the rating indicated is prohibited.

Each rating has a brief definition to help explain what is meant (please note that the rating definitions are not to be considered all inclusive). Each factor has room for comments. Comments should clarify how the employee demonstrated these factors in the accomplishment of their major duties and responsibilities.

The box to far the left is titled "N/A" which means "not applicable". If a factor is not applicable to the individual job, mark this box. A choice of N/A is not permitted unless the box is listed for that specific performance factor.

Overall Performance Rating

This should be a summary of the employee's performance during the past year. **The overall rating should be in general agreement with the individual ratings.** For example, if you rate an employee as fully satisfactory on each of the individual performance factor, their overall rating cannot be excellent or outstanding. It should be fully satisfactory. The use of +/- relative to the overall rating is prohibited.

Comments again should clarify how the employee demonstrated these factors in the accomplishment of their major duties and responsibilities.

Please Note: An overall rating of either unsatisfactory or outstanding **MUST** be accompanied by a separate written, detailed justification for the rating. Remember, you are rating performance not the person. This justification must be clear and specific. It should not focus on the employee's personal attributes or personality.

Developmental Objectives

This section is provided as a start for next year's performance planning and development review cycle. New performance goals, standards, objectives as well as specific plans for employee development, training, and performance improvement can be stated here. A copy of this form should be retained by the employee and their immediate supervisor as a reference tool for the next Performance Planning and Development cycle.

Signatures

This form is designed so that is signed by the immediate supervisor and one level above him/her before it is returned for discussion with the employee. **The higher level review gives more senior management the opportunity to discuss and resolve any inconsistencies in the evaluation prior to it being shared with the employee.** Changes to the evaluation by review above the immediate supervisor should not be made without discussion with the immediate supervisor.

The appraisal **MUST** be shared with the employee. Employees are then asked to sign the form and are given an opportunity to formally comment. **An employee's signature states that he/she saw the form, not that he/she agrees with it. If an employee's comments show serious disagreement with the immediate supervisor's appraisal, the form will be resubmitted for a second review at a higher level of supervision and notated on the form.**