**STAFF PERFORMANCE APPRAISAL FORM**

NAME: JIM WORK EMPLOYEE ID NO:

DEPARTMENT: CLASSIFICATION TITLE:

TYPE OF APPRAISAL: ANNIVERSARY SPECIAL

APPRAISAL PERIOD: FROM: 2019 TO: 2020

This form must be returned to the Division of Human Resources by . If the form is not received by this date, rating will automatically default to **Achieves Performance Standards**.

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| --- | --- | --- | --- | --- |
| INSTRUCTIONS: This appraisal form must be completed by the immediate supervisor based on performance standards previously established. If the selected category is “Achieves Standards” the supervisor must indicate the level of rating: **M=Marginal or P= Proficient**. If the overall is Achieves Standards Marginal or Below Standards, the  supervisor must contact the Employee and Labor Relations Department for assistance in implementing a Performance Improvement Plan. | **EXCEEDS STANDARDS** | **ACHIEVES STANDARDS** | | **BELOW STANDARDS** |
| **P** | **M** |
| **JOB KNOWLEDGE:**  Jim has an indepth knowledge of the job requirements. He understands most phases of the job as expected in the performance standards that are stipulated for his position |  |  |  |  |
| **QUALITY OF WORK:**  Jim is neat and accurate in his work. He has been producing high quality work product for the 9 nine months since he became part of the organization. Although he has become tardy in the recent past, providing quality work is his priority. |  |  |  |  |
| **PRODUCTIVITY:**  Since his employment, Jim has always prioritized and organized himself such as to meet the stipulated deadlines. However, he has failed to meet deadlines in the recent past. Although he is a self-starter, he has shown reduced ability to follow up on implementations in the recent past. |  |  |  |  |
| **DEPENDABILITY:**  Since Jim became part of the company, he has shown high degree of dependability. He has always been relied upon to execute instructions in that he worked with least supervision. However, this has changed in the recent past. |  |  |  |  |
| **ATTENDANCE:**  Punctuality and attendance are essential aspects of maintaining a continuous and reliable work load and work schedule. Since Jim became part of the company, he has worked regularly and shown extreme ability to meet deadlines by maintaining punctuality. However, Jim has lost the aspect of punctuality, an aspect that has affected his overall productivity. |  |  |  |  |
| **RELATIONS WITH OTHERS:**  Jim has shown extreme ability to relate with other employees in a positive and harmonious attitude. Excellent relations with supervisors and co-workers has enabled him to achieve his objectives with ease. |  |  |  |  |
| **COMMITMENT TO SAFETY:**  Jim has shown high commitment to safety by observing the recommended practices. He participates in training programs and in the control of hazards identified in the working area. |  |  |  |  |
| **SUPERVISORY ABILITY:** (applicable only to designated supervisor positions) |  |  |  |  |
| **OVERALL APPRAISAL RATING:** (one CATEGORY must BE CHECKED) |  |  |  |  |

# RATING FACTORS

THE FOLLOWING ARE CONDITIONS THAT SHOULD BE CONSIDERED WHEN ASSESING THE EMPLOYEE’S PERFORMANCE:

**JOB KNOWLEDGE:** In depth knowledge of all requirements of the job. How well does the employee understand all phases of the job as defined by the performance standards set for the position?

**QUALITY OF WORK:** Accuracy and neatness. Does the employee produce a high quality work product? Is quality work a priority for the employee?

**PRODUCTIVITY:** Consider employee’s ability to prioritize and organize work effectively to meet assigned deadlines. Were assignments timely completed and appropriate follow-up implemented? Is the employee a self starter?

**DEPENDABILITY:** Employee needs little or no direction. To what extent can the employee be relied upon to carry out instructions; and the degree to which the employee can work with limited supervision?

**ATTENDANCE:** Attendance and punctuality are very important in maintaining a normal work load and efficient schedule. Employees are expected to report to work regularly and be ready to perform their assigned duties at the beginning of their assigned work shift. Is the employee absent frequently? Are the absences affecting his/her performance? Does this pattern constitute a hardship on the work environment?

**RELATIONS WITH OTHERS:** Consider employee’s abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to the supervisors, co-workers and the broader University community.

**COMMITMENT TO SAFETY:** To what extent has the employee adhered to the recommended safe work practices, participated in safety training programs; and contributes to the recognition and control of hazard in his/her work area.

**SUPERVISOR ABILITY:** In the evaluation of this factor, consider the employee’s ability to organize, plan, train, delegate and control the work of subordinates in an effective manner.

# LEVELS OF PERFORMANCE

THE EMPLOYEE’ S PERFORMANCE SHALL BE RATED IN ONE OF THE FOLLOWING CATEGORIES:

**EXCEED PERFORMANCE STANDARDS:** An evaluation resulting from overall performance which is **significantly above** the performance standards of the position.

**ACHIEVES PERFORMANCE STANDARDS – PROFICIENT:** An evaluation resulting from performance which fully

**meets** the performance standards of the position.

**ACHIEVES PERFORMANCE STANDARDS – MARGINAL:** An evaluation resulting from performance which **barely meets** the performance standards of the position. The supervisor must contact the Division of Human Resources to initiate a ~~Perfor~~mance Improvement Plan, which must be completed jointly by the employee and the supervisor.

**BELOW PERFORMANCE STANDARDS:** An evaluation resulting from performance which **fails to meet** the minimum performance standards of the position. The supervisor must contact the Division of Human Reso~~urces to initia~~te a Performance Improvement Plan, which must be completed jointly by the employee and the supervisor.

Page Two

# PERFORMANCE APPPRAISAL FORM

## RATER’S OVERALL COMMENTS:

Jim’s performance is recommendable in that he has shown the ability to meet organizational demands since he became part of the company in 2019. He showed indepth knowledge of the job specifications and always presented neat and quality work. He has shown high degree of reliability and productivity in that he goes beyond the stipulated requirements. He had the ability to relate well with others including his supervisors, clients, and co-workers. However, Jim’s punctuality has declined in the recent past, an aspect that has caused him to fail to meet his requirements.

Overall, Jim is a proficient employee. He needs support, training, and motivation to become the best version of himself .

**SECOND LEVEL SUPERVISOR’S COMMENTS: (Optional)**

**EMPLOYEE’S COMMENTS (Use attachments, if necessary):**

**EMPLOYEE’S SIGNATURE: DATE:**

Signature does not imply concurrence with rater’s appraisal, only that appraisal was administered.

**PLEASE PRINT**

## RATER’S NAME:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RATER’S SIGNATURE: DATE:**

**PLEASE PRINT**

**SECOND-LEVEL SUPERVISOR’S NAME: SECOND-LEVEL SUPERVISOR’S SIGNATURE: DATE:**

**EMPLOYEE’S REFUSAL TO SIGN:** I certify that this performance appraisal was discussed with the employee who refused to sign it.

## RATER’S CERTIFICATION: DATE:

*\*Please deliver form to the Division of Human Resources, Payroll Department, PC 220.*

Distribution: Original – Human Resources Copy – Supervisor Copy - Employee

*Revised 10/15/2007*