

Performance Appraisal

Employee Name _____
Department _____
Date of last appraisal _____

Title _____
Hire Date _____

Instructions: Evaluations for the Support Staff union 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. 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
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1. **Quality** – Employee's work is accurate, thorough, and neat. A significant volume of work is completed efficiently in a specified period of time. E M D

Supportive Details or Comments _____ _____

2. **Reliability** – Employee can be relied upon for task completion and follow-up, is punctual, and has an acceptable overall attendance record. Employee follows agency regulations and policies. E M D

Supportive Details or Comments _____ _____

3. **Initiative** – Employee demonstrates proper judgment and decision-making skills, seeks out new assignments, and assumes additional duties when necessary. Employee proposes ideas and finds improved methods for completing tasks. E M D

Supportive Details or Comments _____ _____

Complete all of the following

1. Accomplishments or new abilities demonstrated since last review

2. Specific areas of needed improvement

3. Recommendations for professional development (seminars, training, education, etc.)

Employee's Comments:

**If necessary, additional sheets may be attached.*

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 ____/____/____