**Employee Information:**

|  |  |
| --- | --- |
| Employee’s UID: Enter BUID |  |
| Employee First Name: Enter Employee Name | Employee Last Name: Enter Employee Name |
| Supervisor Name: Enter Supervisor Name | Org Unit: Enter Unit/Department |
| Date of Evaluation: Enter Date of Evaluation | Performance Evaluation Period: Enter Eval Period |

**Purpose of Performance Evaluation:**

The written performance appraisal is a formal assessment of your job performance based on performance expectations previously identified and shared with you. Informal and formal performance assessment is an on-going aspect of effective management and communication and the written performance appraisal should not replace the day to day communication of expectations.

**Scoring Categories:**

**Exceptional = 5 points**

**Exceeds Expectations = 4 points**

**Meets Expectations = 3 points**

**Below Expectations = 2 points**

**Unacceptable = 1 point**

**Job Knowledge:** The extent to which you understand your position duties and responsibilities and adhere to the policies and the procedures of the department and the University.

[ ]  **Exceptional:** You demonstrate a **superior and comprehensive knowledge and understanding** of the applicable skills, tasks, and the use of equipment/software required of the position. In addition, you always take the initiative to expand your knowledge of the position and adhere to the policies and procedures of the department and the University.

[ ]  **Exceeds Expectations:** You demonstrate a **thorough knowledge and understanding** of the applicable skills, tasks, and the use of equipment/software required of the position. In addition, you regularly seek to increase or expand your position knowledge. You adhere to the policies and procedures of the department and the University.

[ ]  **Meets Expectations:** You consistently **demonstrate sufficient knowledge and understanding** of the applicable skills, tasks and the use equipment/software required of the job classification to complete your assigned duties in an accurate and proficient manner. You consistently adhere to the policies and procedures of the department and the University.

[ ]  **Below Expectations:** You exhibit **deficiencies in your knowledge and understanding** of the applicable skills, tasks, and the use equipment/software required of the job classification to the degree that it impairs your ability to consistently perform in an accurate and proficient manner. You fail to consistently adhere to the policies and procedures of the department and the University.

**Job Knowledge cont:**

[ ]  **Unacceptable:** Your knowledge and understanding of the applicable skills, tasks, and abilities to use equipment/software required of the position is **deficient to the extent that you are unable to perform the essential duties of the job**. You do not adhere to the policies and procedures of the department and the University.

**Comments:**

This section is open for editing text. Use the cursor to highlight this line and start typing as in an regular word doc or highlight and paste in your comments from an existing source.

**Quality of Work and Productivity:** Extent to which your work is thorough, effective, timely and accurate, and of appropriate volume.

[ ]  **Exceptional:** You are **always thorough, accurate, efficient and meticulous** in performing your job duties, and adhere to all prescribed departmental/university policies & procedures. You always produce the volume of work necessary to meet or exceed the University’s operational objectives.

[ ]  **Exceeds Expectations:** You are always accurate, efficient and detail oriented, and comply with prescribed departmental/university policies and procedures; you efficiently utilize work time in a way that meets the University’s operational objectives and consistently permits the completion of assignments in a timely manner.

[ ]  **Meets Expectations:** You are consistent accurate and efficient in performing position duties, and almost always comply with prescribed departmental/university policies and procedures; you almost always perform the volume of work necessary to meet or exceed the University’s operational objectives.

[ ]  **Below Expectations:** You are **not accurate, efficient, or detail oriented**, and often **fail to comply** with prescribed departmental/university policies and procedures; your inefficient use of work time often results in an inability to complete assignments in a timely manner.

[ ]  **Unacceptable:** You are **careless or inattentive** to the details of the job responsibilities; you do not make effective or efficient use of your time; you rarely follows prescribed departmental/university policies and procedures; you regularly fail to complete routine assignments in a timely manner.

**Comments:**

This section is open for editing text. Use the cursor to highlight this line and start typing as in an regular word doc or highlight and paste in your comments from an existing source.

**Decision Making and Problem Solving:** Extent to which you demonstrate sound judgment in making position-related decisions and solving problems; gather and analyze relevant data, develop and implement constructive solution.

[ ]  **Exceptional:** You **always make excellent position related decisions** and successfully solve problems independently. When making decisions, you always demonstrate an exemplary ability to process information and implement solutions.

[ ]  **Exceeds Expectations:** You **regularly make sound position related decisions** and solve problems independently. When making decisions, you always demonstrate the ability to process information and implement solutions.

[ ]  **Meets Expectations:** You **make sound position related decisions** or solve problems without assistance or guidance. When making decisions, you consistently demonstrate the ability to process information and implement appropriate solutions.

[ ]  **Below Expectations:** You **rarely make position related decisions** or solve problems without assistance or guidance. When making decisions, you have difficulty processing information and implementing acceptable solutions.

[ ]  **Unacceptable:** You make **poor position related decisions** and **require assistance** with even common problems.

**Comments:**

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**Communication Skills:** Extent to which you effectively convey information and ideas to others; clarity of your oral and written communications.

[ ]  **Exceptional:** You are an **exemplary communicator** who **always conveys** necessary job related information and ideas in a timely and effective manner that enhances departmental efficiency and your effectiveness.

[ ]  **Exceeds Expectations:** You are a **skilled communicator** who **regularly** conveys necessary job related information and ideas in a timely and effective manner which promotes departmental efficiency.

[ ]  **Meets Expectations:** You **convey** jobrelated information and ideas in a clear, concise, and effective manner orally or in writing.

[ ]  **Below Expectations:** You are **rarely able to effectively communicate** job related information either orally or in writing.

**Communication Skills cont:**

[ ]  **Unacceptable:** You **fail to convey job related information** either orally or in writing.

**Comments:**

This section is open for editing text. Use the cursor to highlight this line and start typing as in an regular word doc or highlight and paste in your comments from an existing source.

**Interpersonal Skills:** Extent to which you are professional, courteous, respectful, and cooperative during workplace interactions in accordance with applicable department and University policies and procedures.

[ ]  **Exceptional:** You are **always** professional, courteous, respectful and cooperative during all workplace interactions and your behavior is always exemplary regardless of the circumstances.

[ ]  **Exceeds Expectations:** You are regularly professional, courteous, respectful and cooperative during all workplace interactions and your behavior is appropriate regardless of the circumstances.

[ ]  **Meets Expectations:** You are **sufficiently** professional, courteous, respectful and cooperative during workplace interactions promoting a pleasant and productive work environment and you address workplace disagreements or discord in an appropriate manner.

[ ]  **Below Expectations:** Your interpersonal skills are **deficient** enough to occasionally impair the orderly and efficient operation of the department.

[ ]  **Unacceptable:** You are unable **or unwilling** to observe reasonable standards of courtesy or professionalism when interacting with others while at work.

**Comments:**

This section is open for editing text. Use the cursor to highlight this line and start typing as in an regular word doc or highlight and paste in your comments from an existing source.

**Attendance and Punctuality:** Extent to which you are present and adhere to applicable department and University policies and procedures regarding attendance, commitments and obligations in accordance with prescribed schedules and deadlines. **Please note that approved FMLA leaves will not be counted against the employee.**

[ ]  **Exceptional:** You are always punctual and present and **always** follow the University policies and procedures with regards to accrued vacation and personal time. You are never absent except for the pre-arranged use of accrued vacation or personal time. You **always** fulfill your job commitments and obligations regardless of the circumstances.

**Attendance and Punctuality cont:**

[ ]  **Exceeds Expectations:** You are **almost always** punctual and always follow the University policies and procedures with regard to accrued vacation and personal time. You only occasionally use a sick day and always follow department procedures when notifying your Supervisor of a sick day. You almost always fulfill your job commitments and obligations regardless of the circumstances.

[ ]  **Meets Expectations:** You are **consistently** punctual and present and always follow the University policies and procedures with regards to accrued vacation and personal time. You always follow department procedures when notifying your supervisor of a sick day and never use more sick time than what has been accrued unless dictated by a medical emergency. You consistently fulfill your job commitments and obligations even under challenging circumstances.

[ ]  **Below Expectations:** You are **frequently late or absent** and usually follow the University policies and procedures with regards to accrued vacation and personal time. You follow his/her department procedures when notifying your supervisor of a sick day and sometimes exceed accrued sick time. You **often fail to fulfill** job commitments and obligations and cannot be counted on in emergencies.

[ ]  **Unacceptable:** You are regularly **late or absent** and have difficulty following the University policies and procedures with regards to accrued vacation and personal time. You do not follow department procedures when notifying your supervisor of a sick day and often exceed accrued sick time. You regularly fail to fulfill job commitments and obligations and are not dependable under even ordinary circumstances.

**Comments:**

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**OVERALL RATING:**

**27-30 = Exceptional** Choose an item. **22-26 = Exceeds Expectations** Choose an item. **17-21 = Meets Expectations** Choose an item. **10-16 = Below Expectations** Choose an item. **6-9 = Unacceptable** Choose an item.

**Goals for Next Eval Period:**

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Supervisor’s Signature: Date:

Employee’s Signature: Date:

**Employee Comments:**

This section is open for editing text. Use the cursor to highlight this line and start typing as in an regular word doc or highlight and paste in your comments from an existing source.

I have been given a copy of this performance evaluation and have been notified that a copy will be placed in my personnel file in Human Resources.

Employee Signature: Date: