



UNIVERSITY EMPLOYEE PERFORMANCE APPRAISAL FORM

Employee Name	Job Title	Department/Office
Supervisor	Appraisal Period	Date of Discussion

**Instructions:** Section I to be completed by supervisor and the entire form provided to employee to begin the self-assessment process (section II). Once the employee returns their completed self-assessment, supervisor will begin the supervisor assessment process (section III).

**Section I: Employee Responsibilities**

Briefly describe job function, accountability and/or specific objectives as previously discussed. *(to be completed by supervisor)*

**Section II. Employee Self-Assessment**

Employee should enter comments on their performance in each of the following categories. The definitions serve as a guide to help you identify and communicate strengths and areas where improvement is needed. Only one or several definitions may apply. If a particular category is not applicable to the job, simply enter n/a in the space.

A. **COMMUNICATION SKILLS:** Written, verbal or interpersonal ability to deal with "clients," supervisors, peers, and subordinates as needed to do the job and resolve difficult situations.

B. **PLANNING AND ORGANIZATION:** Demonstrated ability to optimize time; meet deadlines; establish short and long term plans.

C. INNOVATION AND CREATIVITY: Initiating workable ideas, techniques, solutions; willingness to change/try new approaches.

D. RESULTS: Quantity and/or quality of completed assignments or projects.

E. KNOWLEDGE: Of all University activities, policies, procedures; of own department's goals and strategies; of technology and expertise required for job; of particular area of specialty.

F. DECISION MAKING and PROBLEM RESOLUTION: Gathers and analyzes appropriate information. Exercises sound judgment and discretion; provides clear, well-considered solutions.

### Section III. Supervisor Assessment

Supervisor should enter comments on the employees' performance in each of the following categories. The definitions serve as a guide to help you identify and communicate strengths and areas where improvement is needed. Only one or several definitions may apply. If a particular category is not applicable to the job, simply enter n/a in the space.

A. COMMUNICATION SKILLS: Written, verbal or interpersonal ability to deal with "clients," supervisors, peers, and subordinates as needed to do the job and resolve difficult situations.

B. PLANNING AND ORGANIZATION: Demonstrated ability to optimize time; meet deadlines; establish short and long term plans.

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F. DECISION MAKING and PROBLEM RESOLUTION: Gathers and analyzes appropriate information. Exercises sound judgment and discretion; provides clear, well-considered solutions.

Signature Page

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>