

Section I: General Information

Name: _____ U#: _____ Position Title: _____

Department/Section: _____ Division/College: _____

Period of Review: From (Month/Year) _____ To (Month/Year) _____

Section II: Weight Factors and Set Standards & Expectations

0	1	2
Not Applicable to the Position	Important to the Position	Highly Important to the Position

Factor	Rating	Expectations
Communication <ul style="list-style-type: none"> Oral & written Encourages open exchange of ideas Develops channels of communication & communicates critical information 		
Cooperation/Teamwork <ul style="list-style-type: none"> Works effectively w/others Encourages/supports co-workers Demonstrates concern for students and co-workers 		
Customer Service <ul style="list-style-type: none"> Concerted effort to serve needs of students Fosters cooperative relations Courteous/considerate 		
Dependability <ul style="list-style-type: none"> Attendance consistent Completes assigned tasks Accepts responsibility 		
Flexibility <ul style="list-style-type: none"> Adapts to change – demands/priorities Assumes new tasks Integrates new knowledge 		

Initiative/Works Independently <ul style="list-style-type: none"> Proactive in planning/completion Performs w/out supervision Pursues professional development 		
Job Knowledge <ul style="list-style-type: none"> Seeks out new knowledge and demonstrates knowledge to accomplish job Working knowledge of University policies/procedures 		
Judgment/Problem Solving/Decision Making <ul style="list-style-type: none"> Sound decisions supportive of mission Willing to make difficult decisions Identifies problems/reaches sound conclusions 		
Leadership <ul style="list-style-type: none"> Creates shared vision consistent with established goals Fosters high morale Promotes teamwork/directs others effectively 		
Organizational Skills <ul style="list-style-type: none"> Establishes clear work objectives/priorities Effectively handles multiple tasks Utilizes resources effectively/efficiently and delegates work appropriately 		
Productivity <ul style="list-style-type: none"> Pursues completion of work assigned & meets deadlines Produces appropriate output according to goals Utilizes time/resources effectively 		
Quality of Work <ul style="list-style-type: none"> Effectively performs job: timely, accurate and thorough Maintains high quality work relative to established standards Follows policy/procedures 		
Optional/Focus for Excellence		

Section III: Matching of Goals/Objectives To Factors (if applicable)

Goal/Objective	Related Factors

Section IV: Signatures

We have discussed and acknowledge the selection of the above performance appraisal factors, job importance ratings, expectations, and goals, objectives or standards for the period stated.

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____