



**Performance Management Process
Nonexempt Clerical/Administrative**

(Employees Excluded from the Bargaining Unit)

Employee Performance Review Form

EMPLOYEE INFORMATION

Employee Name:	Job Title:
Supervisor:	Period Covered by This Appraisal:
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> 6 Month <input type="checkbox"/> Other	Review Date:

Section I - Employee Goals/Objectives for Review Period

In the space provided, mark the appropriate rating. **Beginning of Review Period:** Set employee objectives. **End of Review Period:** Explain any changes to objectives that occurred during the year and make sure you identify all factors that caused the goal to be achieved or not achieved.

Objective #1	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #2	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #3 	Rating: <input type="radio"/> Did not meet objective (1pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
Comments: 	
Section II - Employee Performance	
Use this section to describe performance in specific work areas. The bulleted items are examples of "Meets Standards" .	
Adaptability <ul style="list-style-type: none"> ● Adapts to change. ● Is open to new ideas. ● Takes on new responsibilities. ● Handles pressure. ● Adjusts plans to meet changing needs. 	Rating: <input type="radio"/> Unsatisfactory (1 pt.) <input type="radio"/> Below Standards (2 pts.) <input type="radio"/> Meets Standards (3 pts.) <input type="radio"/> Above Standards (4 pts.) <input type="radio"/> Outstanding (5 pts.)
Comments: 	
Communication <ul style="list-style-type: none"> ● Communicates well both verbally and in writing. ● Prepares accurate and punctual reports. ● Shares information and ideas with others. ● Has good listening skills. 	Rating: <input type="radio"/> Unsatisfactory (1 pt.) <input type="radio"/> Below Standards (2 pts.) <input type="radio"/> Meets Standards (3 pts.) <input type="radio"/> Above Standards (4 pts.) <input type="radio"/> Outstanding (5 pts.)
Comments: 	

<p>Dependability</p> <ul style="list-style-type: none"> ● Meets commitments. ● Works independently. ● Accepts accountability. ● Stays focused under pressure. ● Meets attendance requirements. ● Uses sick leave according to policy; no instances of abuse. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Initiative</p> <ul style="list-style-type: none"> ● Tackles problems and takes independent action. ● Seeks out new responsibilities. ● Acts on opportunities. ● Generates new ideas. ● Practices self-development. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> ● Has good listening skills. ● Builds strong relationships. ● Is flexible/open-minded. ● Solicits performance feedback. ● Handles constructive criticism. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Job Knowledge</p> <ul style="list-style-type: none"> ● Understands duties and responsibilities. ● Has necessary job knowledge and technical skills. ● Understands University mission/values. ● Keeps job knowledge current. ● Is in command of critical issues. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	

<p>Problem Solving</p> <ul style="list-style-type: none"> ● Anticipates and prevents problems. ● Defines problems. ● Overcomes obstacles. ● Generates alternative solutions. ● Helps solve team problems. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1pt.)</p> <p><input type="radio"/> Below Standards (2pts.)</p> <p><input type="radio"/> Meets Standards (3pts.)</p> <p><input type="radio"/> Above Standards (4pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Productivity</p> <ul style="list-style-type: none"> ● Manages a fair workload. ● Prioritizes tasks. ● Develops good work procedures. ● Manages time well. ● Handles information flow. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Quality</p> <ul style="list-style-type: none"> ● Is attentive to detail and accuracy. ● Is committed to excellence. ● Looks for improvements. ● Monitors quality levels. ● Finds root cause of quality problems. ● Owns/acts on quality problems. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	

<p>Teamwork</p> <ul style="list-style-type: none"> ● Works well in groups. ● Helps resolve conflicts. ● Works well with other departments. ● Is flexible and open-minded. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
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Comments:

Section III - Performance Summary

Summarize the employee's performance in the last review period and provide an overall rating. Calculate the Employee's Overall Performance Total by adding the points earned by the employee in each category and dividing that number by the number of performance measures (i.e., 65/13). When providing comments consider the employee's performance against objectives, key elements of the Employee Performance section above, and strengths/potential improvements. **NOTE: If an employee only has one or two objectives, adjust scoring appropriately. (Ex, 55/11, 60/12)**

Performance Rating Guidelines:

1.0 - 1.4 = Unsatisfactory	2.5 - 3.4 = Meets Standards	4.5 - 5.0 = Outstanding
1.5 - 2.4 = Below Standards	3.5 - 4.4 = Above Standards	

NOTE: Specific examples must be given to document Unsatisfactory, Below Standards, Above Standards and Outstanding ratings.

Employee Overall Performance

Measure	Points Available	Employee Performance
Objective #1		
Objective #2		
Objective #3		
Adaptability		
Communication		
Dependability		
Initiative		
Interpersonal Skills		
Job Knowledge		
Problem Solving		
Productivity		
Quality		
Teamwork		
Overall Performance Total		
Overall Performance Rating: (Overall Performance Total divided by)		

Section IV - Comments:

Section V - Employee Comments:

Use the following space to make comments regarding your performance evaluation.

Section VI - Employee Development Plan - Optional

This section should be completed if/when employee and supervisor have agreed upon desired areas of improvement and development needs related to upcoming goals. It should include developmental objectives, corresponding development activities (on the job, formal training, etc.), and measurements and time frames for completion.

Employee Developmental Objective #1

Employee Developmental Objective #2

Employee Developmental Objective #3

Section VII - Signature Section

Employee Signature

Date

Supervisor Signature

Date

Second Level Review Signature

Date