

<b>Date Prepared:</b>		<b>Review Period (Dates From/To):</b>		<b>to</b>	6/30/2018
<b>Employee Name:</b>			<b>Employee ID:</b>		
<b>Employee Job Title:</b>			<b>Department:</b>		
<b>Supervisor Name:</b>			<b>Supervisor Title:</b>		

**APPRAISAL INSTRUCTIONS**

- Use the rating scale to evaluate your employee from “1 – Not Meeting Expectations” to “7 – Exceeding Expectations”.
- Rate your employee’s overall job performance based on the **Institutional Goals** and **Individual Goals & Objectives**.
- Describe the performance demonstrated by your employee when executing **three** major **Individual Goals & Objectives** assigned this cycle.
- Provide comments regarding the employee’s **Overall Performance** for this cycle and assign a **Final Overall Rating**.
  - An employee that receives a rating of “1 or 2” on any goal should not receive an overall rating of a “6 or 7”
- Meet with your employee to go over these ratings and ensure both you and the employee **sign** the document.

**INSTITUTIONAL GOALS**

**EXPERTISE**

Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee’s position and profession. Makes efficient and appropriate use of materials and documents work appropriately. Looks for ways to improve efficiency or quality. Maintains technical skills and relevant professional credentials.

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

**ACCOUNTABILITY**

Completes required volume of work by established deadlines and stays productive throughout workday. Generally completes work with few reminders and/or infrequent oversight. Takes sufficient/appropriate measures to plan and organize work, prioritize tasks, and set realistic goals. Seeks needed information to complete work and timely communicates status with relevant parties.

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

**CUSTOMER-ORIENTED**

Listens to determine the most effective way to address customer needs and concerns. Shows a solid understanding of customer needs, seeks out customer input to better understand needs, and develops ideas to meet those needs. Follows through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until job is completed. Maintains a professional and respectful tone and exhibits diplomacy when dealing with frustrated individuals or during sensitive or confrontational situations.

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

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**TEAM-ORIENTED**

Communicates and engages directly, clearly, and tactfully with colleagues. Provides feedback and healthy dialogue on performance and operational issues, as requested, willingly adapts to change, and adheres to decided actions. Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs. Absences are infrequent and do not place an undue burden on supervisor or colleagues.

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1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>			<i>Exceeding Expectations</i>

**COMPLIANCE & INTEGRITY**

Complies with personnel and equal opportunity policies, including prohibitions on harassment, discrimination, and violence, and all other policies, including appropriate use of university resources. Complies with all safety requirements for the position, including successful completion of training and proper use of personal protective equipment. Chooses ethical action under pressure, avoids situations that are inappropriate or that present a conflict of interest, and holds self and others accountable for ethical decisions. Appreciates individual/cultural differences and treats all people with dignity and respect.

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1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>			<i>Exceeding Expectations</i>

**SUPERVISION (for supervisors only)** Not Applicable

Provides adequate stewardship of assigned resources, including budget, space, equipment, and staffing. Provides clear objectives that foster work unit development and align with university values and goals. Provides candid, timely, and constructive feedback on performance and behavior, hires individuals with the qualities and skillsets for success, and contributes to meeting University EO and affirmative action goals. Serves as role model and engenders trust, commitment, and civility.

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1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>			<i>Exceeding Expectations</i>

*\*If you need additional space to document your employee's performance please attach the information to this appraisal form.*

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**INDIVIDUAL GOALS & OBJECTIVES** (Comments Required)

**GOAL #1 - NAME:**

Performance Comments:

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

**GOAL #2 - NAME:**

Performance Comments:

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

**GOAL #3 - NAME:**

Performance Comments:

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

*\*If additional space is needed to document your employee's performance on a goal please attach the information to this form.  
\*\*Click the following link to attach additional goals - ["EHRA Appraisal – Add'l Goals Attachment"](#) .*

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**COMMENTS ON EMPLOYEE'S OVERALL PERFORMANCE** (Required – Attach additional comments if necessary.)

**PROFESSIONAL DEVELOPMENT ACTIVITIES ACCOMPLISHED**

**EMPLOYEE'S OVERALL PERFORMANCE RATING**

1	2	3	4	5	6	7
<i>Not Meeting Expectations</i>			<i>Meeting Expectations</i>		<i>Exceeding Expectations</i>	

**APPRAISAL RATINGS**

▪ 1, 2 = Not Meeting Expectations	▪ 3, 4, 5 = Meeting Expectations	▪ 6, 7 = Exceeding Expectations
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**IMPORTANT NOTE!!** - An employee that receives a rating of "1 or 2" on any of the goals above should not receive an overall rating of a "6 or 7"

**SIGNATURES**

<b>Supervisor:</b>		<b>Date:</b>	
<b>Next-Level Supervisor (Optional):</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	

*Note: Employee's signature does not indicate agreement with the contents of this performance evaluation. The signature only serves to acknowledge receipt of the performance review document.*

**HR USE ONLY**

<b>OVERALL RATING</b>	<b>NOT MEETING EXPECTATIONS</b> <input type="checkbox"/>	<b>MEETING EXPECTATIONS</b> <input type="checkbox"/>	<b>EXCEEDING EXPECTATIONS</b> <input type="checkbox"/>
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