



## Performance Management Annual Appraisal

I. EMPLOYEE INFORMATION		
Employee Name:	Job Title:	
Banner ID:	Department:	
Supervisor Name:	Review Date:	
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently, and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		
III. JOB-SPECIFIC PERFORMANCE CRITERIA		
PERFORMANCE CATEGORY	EMPLOYEE SELF RATING	SUPERVISOR RATING
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance
Employee Comments:		
Supervisor Comments:		

PERFORMANCE CATEGORY	EMPLOYEE SELF RATING		SUPERVISOR RATING	
<b>Training &amp; Development:</b> <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Performance		
Employee Comments:				
Supervisor Comments:				
<b>IV. PERFORMANCE GOALS</b>				
Set objectives and outline steps to improve in problem areas or further employee development.				
Employee Goals:				
Supervisor Goals:				
<b>V. SUPERVISOR'S OVERALL RATING</b>				
<input type="checkbox"/> EXCEPTIONAL PERFORMANCE	<input type="checkbox"/> EXCEEDS EXPECTATIONS	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> NEEDS IMPROVEMENT	<input type="checkbox"/> UNACCEPTABLE PERFORMANCE
<i>Employee consistently performs at a superior level; consistently exceeds goals and expectations; makes unique contribution to department</i>	<i>Employee consistently performs beyond expectations in a majority of job responsibilities; makes significant contribution to overall department goals</i>	<i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>

Comments on the employee's overall performance:

**VI. EMPLOYEE COMMENTS (OPTIONAL)**

**VII. ACKNOWLEDGEMENT**

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.

Employee Signature:

Date:

Supervisor Signature:

Date: