

# Performance Appraisal Instructions

## Rating Descriptions

ACU uses a 5-point rating scale to measure performance. Please use the following ratings and definitions to complete this appraisal.

### **Exceptional Performance**

Works consistently at a superior level in most aspects of position; consistently exceed goals and expectations. Makes an exceptional or unique contribution to the department.

### **Exceeds Expectations**

Performs beyond expectations in a majority of position duties and responsibilities. Frequently exceeds position expectations. Makes a significant contribution to the overall achievement of department goals.

### **Meets Expectations**

Fulfills position requirements, fully achieves established goals and expectations. Performance results in expected contributions to department goals.

### **Needs Improvement**

Fails to meet one or more of the significant position requirements. Requires improvements in areas noted. Performance improvement plan may be developed and monitored

### **Unacceptable Performance**

Does not fulfill position requirements.

**FOR AN OVERALL RATING OF UNACCEPTABLE:** A performance improvement plan may be developed and monitored; or termination may be initiated.

## Performance Appraisal Instructions

The supervisor should complete this form after the employee has completed their sections. The form should then be submitted to the Human Resources office after the employee and supervisor have discussed the completed appraisal.

### **Section I – Employee Information**

This information should be completed completely and accurately.

### **Sections II and III – Performance Category Ratings**

Employee:

Rate yourself in each performance category and add any additional comments if desired. Supervisor:

Rate the employee in each performance category. Comments are not required but are recommended for clarity, especially with a rating of “Needs Improvement” or “Unacceptable Performance.” **Section**

### **IV – Performance Goals**

Set objectives and outline steps to improve in problem areas for further development. **Section V – Supervisor’s Overall Rating**

Supervisor will give an overall rating for the employee and leave comments if necessary.

### **Section VI – Employee Comments**

Employee may leave additional comments. This section is optional.

### **Section VII – Acknowledgement**

Both employee and supervisor will sign to acknowledge that they have had the opportunity to discuss this performance evaluation and that the employee has received a copy of the evaluation.