



Performance Appraisal Form (General Staff)

Employee Name (Last, First, MI):	Performance Review Date:	
Job Title:	Position Number	BCAT Code:
Business Title:	Department:	

	DUTIES AND RESPONSIBILITIES	% Time	Comments (Mandatory)
#1			
#2			
#3			
#4			
#5			
#6			
#7			
#8			

B. General Performance Dimensions	Supervisor's Evaluation Comments (Mandatory)
1. Leadership (motivation, direction, task/goal orientation, etc)	
2. Job Knowledge (technical, non-technical, policies, etc).	
3. Personal/Professional Development	
4. Communications (written, oral, non-verbal, etc).	
5. Human Relations (listening, encouragement, tact, ability to get along with others etc).	

6	Resource Utilization (budgeting, management, etc).	
7	Planning (mission-orientation, strategic, etc).	
8	Teamwork (consensus, equity, cohesiveness, etc).	
9	Institutional Commitment (supports university objectives; good public relations, etc.)	

C. Individual Responsibility		Supervisor's Evaluation Comments (Mandatory)
1	Observance of work hours	
2	Safety practices	
3	Quality of work	
4	Initiative	
5	Customer Service	

Prior Goals/Objectives Achieved:	
1.	
2.	
3.	
4.	
5.	

Goals/Objectives for Next Evaluation Period:

1. _____
2. _____
3. _____
4. _____
5. _____

<p>Employee Signature: _____</p> <p>This report has been discussed with me. I understand my signature does not necessarily indicate agreement. (Attach additional sheets if necessary to record comments).</p> <p>Employees comments (if any):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Evaluator's Signature: _____</p> <p>Reviewer's Signature: _____</p>		<p><u>Overall Rating</u></p> <p><input type="checkbox"/> Outstanding</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Standard</p> <p><input type="checkbox"/> Low Standard</p> <p><input type="checkbox"/> Needs Improvement</p> <p>The overall rating is a cumulative rating based on the various components of the evaluation form, which may be weighted differently.</p>
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NEEDS IMPROVEMENT	LOW STANDARD	STANDARD	EXCELLENT	OUTSTANDING
Does not meet expectations	Meets most expectations	Meets all expectations	Frequently exceeds most expectations	Consistently exceeds all expectations