

PERFORMANCE APPRAISAL FOR CLASSIFIED EMPLOYEES

| | | | |
|---------------|------------------------------|-------------------|------------------------------------|
| Name: | Position | So. Sec. # | |
| <u>School</u> | Rating Period From: To | Check One: | Probationary Mid-Year Annual |

Appraiser's Signature/Reviewer's Signature _____

FACTOR APPRAISAL SECTION

Directions: Each employee is appraised on the common factors according to the contents of the job description. An employee is rated on unique factors if contained in the job description. Provide narrative comments on separate page for all factors appraised as "Unsatisfactory" or "Needs Improvement".

| | |
|---|-----------------------|
| : | S - Satisfactory |
| : | N - Needs Improvement |
| : | U - Unsatisfactory |

A. COMMON FACTORS--FOR ALL EMPLOYEES

| <u>Job Description/Reference</u> | <u>Appraisal Category</u> | | |
|---|---------------------------|----------|----------|
| | <u>S</u> | <u>N</u> | <u>U</u> |
| 1.Demonstrate knowledge of job (includes technical, procedural and regulatory knowledge) | () | () | () |
| 2.Plans, organizes and sets priorities (time scheduling, orderly arrangement of procedures, and systematic planning). | () | () | () |
| 3.Produces expected quantity of work (amount of work produced/accomplished according to goals, objectives, and activities). | () | () | () |
| 4.Meets Schedules/Timelines (accomplishes work on schedule/on time). | () | () | () |
| 5.Attendance (three days rates an S, five days rates an N, exceeding sick leave rates a U) | () | () | () |
| 6.Communicates in oral form (appropriateness of organization of material; clarity, conciseness, impact of presentation). | () | () | () |
| 7.Informs/consults appropriately (provides information/ seeks information when needed). | () | () | () |
| 8.Makes Judgements/decisions effectively (sees problems, chooses and implements solutions). | () | () | () |
| 9.Demonstrates Positive Interpersonal Relationships (effective in working with others individually and in teams). | () | () | () |

B UNIQUE FACTORS FOR EMPLOYEES

| | | | |
|-----------|----|----|----|
| 10. _____ | () | () | () |
| 11. _____ | () | () | () |
| 12. _____ | () | () | () |
| 13. _____ | () | () | () |
| 14. _____ | () | () | () |
| 15. _____ | () | () | () |

II. OVERALL PERFORMANCE RATING FOR EMPLOYEE

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

Acknowledgement of Receipt of Appraisal (not concurrence):

Employee Signature

Date