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| **NEU HRM Black** |
| Annual Performance Appraisal Form **Administrative and Professional Staff** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | Click here to enter name. | **Appraisal Date** | | Click here to enter a date. | | **Hire Date** | Click here to enter hire date. |
| **VP/College** | Click here to enter VP/College. | **Department Name** | | Click here to enter dept. | | **Time in Position** | Click here to enter time in position. |
| **Position Title** | Click here to enter position title. | | **Supervisor’s Signature** | |  | | |
| **Next Level Manager’s Signature** |  | | **Employee’s Signature** | |  | | |

\*Employee’s signature implies neither agreement nor disagreement with this appraisal. The signature indicates only that the employee has read this evaluation and discussed it with the supervisor.

| **I. PERFORMANCE REVIEW** (Use additional sheets if necessary. This sections is set up to expand as you type.) | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Major Responsibility Area:** Click here to enter text. | | | | | | | |
| * Expected Level of Performance: Click here to enter text. | | | | | | | |
| * Actual Performance Results: Click here to enter text. | | | | | | | |
| * How does this support the University and/or Department goals?: Click here to enter text. | | | | | | | |
| **A. Performance Rating:** | Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet | **Performance Weighting:** | Click here to enter weight. |
| **B. Major Responsibility Area:** Click here to enter text. | | | | | | | |
| * Expected Level of Performance: Click here to enter text. | | | | | | | |
| * Actual Performance Results: Click here to enter text. | | | | | | | |
| * How does this support the University and/or Department goals?: Click here to enter text. | | | | | | | |
| **B. Performance Rating:** | Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet | **Performance Weighting:** | Click here to enter weight. |
| **C. Major Responsibility Area:** Click here to enter text. | | | | | | | |
| * Expected Level of Performance: Click here to enter text. | | | | | | | |
| * Actual Performance Results: Click here to enter text. | | | | | | | |
| * How does this support the University and/or Department goals?: Click here to enter text. | | | | | | | |
| **C. Performance Rating:** | Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet | **Performance Weighting:** | Click here to enter weight. |
| **D. Major Responsibility Area:** Click here to enter text. | | | | | | | |
| * Expected Level of Performance: Click here to enter text. | | | | | | | |
| * Actual Performance Results: Click here to enter text. | | | | | | | |
| * How does this support the University and/or Department goals?: Click here to enter text. | | | | | | | |
| **D. Performance Rating:** | Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet | **Performance Weighting:** | Click here to enter weight. |
| **E. Major Responsibility Area:** Click here to enter text. | | | | | | | |
| * Expected Level of Performance: Click here to enter text. | | | | | | | |
| * Actual Performance Results: Click here to enter text. | | | | | | | |
| * How does this support the University and/or Department goals?: Click here to enter text. | | | | | | | |
| **E. Performance Rating:** | Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet | **Performance Weighting:** | Click here to enter weight. |
| **F. Major Responsibility Area:** Click here to enter text. | | | | | | | |
| * Expected Level of Performance: Click here to enter text. | | | | | | | |
| * Actual Performance Results: Click here to enter text. | | | | | | | |
| * How does this support the University and/or Department goals?: Click here to enter text. | | | | | | | |
| **F. Performance Rating:** | Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet | **Performance Weighting:** | Click here to enter weight. |

| **II. SIGNIFICANT ACCOMPLISHMENTS/UNUSUAL OBSTACLES**  (Summarize any accomplishments and/or obstacles which may have had particular impact.)(This section will expand as you type.) |
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| Click here to enter text. |

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Please indicate the appropriate "Appraisal Code" within each box and illustrate with pertinent job-related examples.)

| **III. SKILLS ANALYSIS / MODE OF PERFORMANCE**  (This section is used to examine HOW the employee achieved his/her end results. Accordingly, consider the degree to which each of the following skills contributes to the employee's effectiveness. Please check the appropriate “Appraisal Code” and illustrate with pertinent job-related examples.) (The comments sections are set up to expand as you type.) | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Appraisal Codes** | | | | |
|  | **A Strong Point** | **Fully Satisfactory** | **Needs Improvement** | **Not Observed** | |
| Professional/Technical Knowledge | **+** | **S** | **−** | **O** | |
| Written Communication | **+** | **S** | **−** | **O** | |
| Analytical | **+** | **S** | **−** | **O** | |
| Initiative | **+** | **S** | **−** | **O** | |
| Organizational Planning | **+** | **S** | **−** | **O** | |
| Client Relationships | **+** | **S** | **−** | **O** | |
| Adaptability/Flexibility | **+** | **S** | **−** | **O** | |
| Team Effort | **+** | **S** | **−** | **O** | |
| Decision Making | **+** | **S** | **-** | **O** | |
| **Comments:** Click here to enter comments. | | | | | |
| **For positions with supervisory accountabilities in addition to the preceding:** | | | | | |
|  | **Appraisal Codes** | | | | |
|  | **A Strong Point** | **Fully Satisfactory** | **Needs Improvement** | **Not Observed** | |
| Leadership | **+** | **S** | **-** | **O** | |
| Goal Setting/Evaluation | **+** | **S** | **-** | **O** | |
| Progress toward Affirmative Action Goals | **+** | **S** | **-** | **O** | |
| Decisiveness | **+** | **S** | **-** | **O** | |
| Development of Staff | **+** | **S** | **-** | **O** | |
| **Comments:**Click here to enter comments. | | | | | |
| **IV. DEVELOPMENT DISCUSSION**  (The section is set up to expand as you type.) | | | | |
| 1. **Recommendation for Development:** (List specific recommendations to facilitate continued employee development for professional growth.)   Click here to enter recommendations. | | | | |
| 1. **Performance Improvement Requirements:** (List specific areas in which performance did not meet expectations and improvement is necessary.)   Click here to enter performance improvement requirements. | | | | |
| 1. **Actions to be taken by Employee/Supervisor:** (i.e., related to specific recommendations and/or requirements in either A or B above.)   Click here to enter action to be taken. | | | | |

| **V. OVERALL PERFORMANCE RATING** | | | | |
| --- | --- | --- | --- | --- |
| Consistently Exceeds | Frequently Exceeds | Fully Meets | Partially Meets | Does Not Meet\* |
| \* Strongly recommend consultation with Human Resources Management. | | | | |

| **VI. EMPLOYEE COMMENTS** (Optional) (This section is set up to expand as you type.) |
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| Click here to enter comments. |