



Penn Medicine

University of Pennsylvania Health System

Performance Appraisal Submission Cover Sheet

Entity: _____

Department Name:

Department Location:

Employee Name:

Employee Number:

Evaluation Period:

Date Employee Signed:

Appraisers Name:

Evaluation Type:

Numerical Score _____

Please Note

The cover sheet must be typed and placed in front of each completed performance evaluation. (limit per email - 10 employees / scanned documents)

Scan documents to the Employee Records Office at: EmployeeRecords-UPHS@uphs.upenn.edu

For HUP Nursing Employees, do not scan. Please bring documents to the Nursing Network Center located at Rhoads 1.

For PPMC Employees, do not scan. Please bring documents to Human Resources located in Wright-Saunders.