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| csu_logo |  | ***Performance Appraisal Form***  ***(General Staff)***  ***Calendar Year 2015*** |

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

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| **Duties and Responsibilities** | | **% Time** | **Comments (Mandatory)** |
| **#1** |  |  |  |
| **#2** |  |  |  |
| **#3** |  |  |  |
| **#4** |  |  |  |
| **#5** |  |  |  |
| **#6** |  |  |  |
| **#7** |  |  |  |

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| **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.) |  |

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| **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 |  |
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| **Prior Goals/Objectives Achieved:** |

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|  | | | |
| Goals/Objectives for Next Evaluation Period: | | | |
| 1. |  | | |
| 2. |  | | |
| 3. |  | | |
| 4. |  | | |
|  | | | |
| **Employee Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This report has been discussed with me. I understand my signature does not necessarily indicate agreement. (Attach additional sheets if necessary to record comments).    **Employees comments** (if any)**:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Evaluator’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Reviewer’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | **Overall Rating** **Outstanding**  **Excellent**  **Standard**  **Low Standard**  **Needs Improvement**  The overall rating is a cumulative rating based on the various components of the evaluation form, which may be weighted differently. |

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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 |