



Human Resources, 118 Morgan Hall, 670-1538

<h2 style="margin: 0;">Employee Performance Review</h2> <p style="margin: 0; font-weight: normal;">2/22</p>

Employee's Name		WIN#	Recommendation: <input type="checkbox"/> Retain <input type="checkbox"/> Extend probation _____ more months <input type="checkbox"/> Unsatisfactory; recommended action: <input type="checkbox"/> Other
Department		Position Title	
Review Period From: _____ To: _____		Supervisor Name:	
		Supervisor WIN:	
Overall Rating _____ (From Page 2)	Type of Review: <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Special		

An overall rating less than 3.0 will be addressed in a Performance Improvement Plan (PIP). Please contact Human Resources for assistance.

This area may be used to describe employee's strengths, needs for improvement where appropriate, developmental plans, and/or additional comments as necessary.

SPECIAL EXPECTATIONS FOR UPCOMING REVIEW PERIOD

COMMENTS

Supervisor's Signature _____ **Date** _____

REVIEWER'S COMMENTS (Only needed if Supervisor & Reviewer are different)

Reviewer's Signature _____ **Date** _____

EMPLOYEE COMMENTS (optional)

Employee's Signature _____ **Date** _____

My signature indicates ONLY that I have reviewed the document and discussed the contents with my supervisor.

PERFORMANCE EXPECTATIONS AND NUMERICAL RATING CODES

INSTRUCTIONS: The supervisor should assign a numerical rating to each of the applicable categories below. Ratings should be given in whole numbers only (no percentages). TOTALS should be computed at the bottom of each rating column. To determine the OVERALL RATING, add totals together and divide by the number of performance expectations rated. Additional pages may be used if necessary.

1=Does not meet expectations 2=Needs improvement meeting expectations 3=Consistently meets expectations 4=Occasionally exceeds expectations 5=Consistently exceeds expectations

PERFORMANCE EXPECTATIONS	1	2	3	4	5	COMMENTS ON PERFORMANCE
1. QUALITY OF WORK: Work is accurate, thorough, neat, effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. PRODUCTIVITY: Work produced compares favorably to job expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. JOB KNOWLEDGE: Employee understands duties and responsibilities of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. JUDGMENT: Required decision-making is logical and sound in relation to effective performance of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. INITIATIVE: Employee exhibits appropriate degree of initiative and effort in performance of duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. DEPENDABILITY: Assignments are carried out effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. TEAMWORK: Employee works with others effectively; willing to vary work schedules/assignments as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. LEADERSHIP (if applicable): Through effective formal or informal direction of others, employee ensures work is completed satisfactorily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. COMPLIANCE: Employee complies with the University's policies and work rules (i.e.: attendance, punctuality, etc.) during the review period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. ADDITIONAL EXPECTATION (describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. ADDITIONAL EXPECTATION (describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL EACH COLUMN:						

Grand total, all columns _____ / Total number of Performance Expectations rated _____ = _____
OVERALL NUMERICAL RATING (grand total divided by total number performance expectations)

Employee Name _____ Employee WIN _____