



Human Resources, 263 Morgan Hall, 670-1538

Employee Performance Review

2/09

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:	
Type of Performance Review: <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Special		

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

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

Grand total, all columns _____ / Total number of Performance Expectations rated _____ = _____

OVERALL NUMERICAL RATING (grand total divided by total number performance expectations)