



Performance Appraisal

Employee Name: _____ Supervisors Name: _____
 Title: _____ Title: _____
 CU Hire Date: _____ Department: _____
 Evaluation Period: _____ Length of time you have supervised employee
 Years: _____ Months: _____

FUNCTIONAL AREAS OF RESPONSIBILITY

Attach a copy of the job description describing the job duties applicable to this appraisal.

Rating Standards

- Unacceptable Work performance is inadequate and inferior to the standards of the performance required for the position. Performance at this level cannot be allowed to continue.
- Improvement Needed Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.
- Meets Expectations Work performance consistently meets the standards of performance for the position.
- Exceeds Expectations Work performance is consistently above the standard performance for the position.
- Outstanding Work performance is consistently superior to the standards required for the job.
- Not Applicable The employee is not required to perform in a specific rating factor and it cannot be measured.

| Not Appl | Unaccept | Impr Needed | Meets Exp | Exceeds Exp | Outstanding | Rating Factors | Evaluate each of the rating factors below by checking the appropriate box to the left of each factor. (For those factors not evaluated, please check "Not Applicable.") Pertinent comments may be made in the box provided to the right of the factor. They are required for ratings of "Unacceptable" or "Improvement Needed," and are encouraged for ratings of "Outstanding". |
|----------|----------|-------------|-----------|-------------|-------------|----------------|--|
|----------|----------|-------------|-----------|-------------|-------------|----------------|--|

Technical Skills (Effectiveness with which the employee applies job knowledge and skill to job assignments)

| | | | | | | | |
|--|--|--|--|--|--|---|---------------------------|
| | | | | | | Job knowledge | Comments (if Appropriate) |
| | | | | | | Analyzes Problems | |
| | | | | | | Provides Suggestions for Work Improvement | |
| | | | | | | Employs Tools of the Job Competently | |
| | | | | | | Follows Proper Safety Procedures | |

Quality of Work (Manner in which the employee completes job assignments)

| | | | | | | | |
|--|--|--|--|--|--|--|---------------------------|
| | | | | | | Accuracy or Precision | Comments (if Appropriate) |
| | | | | | | Thoroughness/Neatness | |
| | | | | | | Reliability | |
| | | | | | | Responsiveness to Requests for Service | |
| | | | | | | Follow Through / Follow Up | |
| | | | | | | Judgment/Decision Making | |

| Not appl | Unaccept | Impr Needed | Meets Exp | Exceeds Exp | Outstanding | Rating Factors | Evaluate each of the rating factors below by checking the appropriate box to the left of each factor. (For those factors not evaluated, please check "Not Applicable.") Pertinent comments may be made in the box provided to the right of the factor. They are required for ratings of "Unacceptable" or "Improvement Needed," and are encouraged for ratings of "Outstanding". |
|----------|----------|-------------|-----------|-------------|-------------|----------------|--|
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Interpersonal Skills (Effectiveness of the employee's interactions with others)

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|--|--|--|--|--|--|--|---------------------------|
| | | | | | | With Co-Workers | Comments (if Appropriate) |
| | | | | | | With Supervisors | |
| | | | | | | With Other Faculty, Staff Students, and/or the Community | |
| | | | | | | Team Participation | |
| | | | | | | Shares Information Willingly | |
| | | | | | | Commitment to Team Success | |

Communication Skills (If applicable for to the job)

| | | | | | | | |
|--|--|--|--|--|--|--------------------|---------------------------|
| | | | | | | Written Expression | Comments (if Appropriate) |
| | | | | | | Oral Expression | |
| | | | | | | Tact and Diplomacy | |

Approach to Work (Characteristics the employee demonstrates while performing job assignments)

| | | | | | | | |
|--|--|--|--|--|--|---|---------------------------|
| | | | | | | Actively Seeks Ways to Streamline Processes | Comments (if Appropriate) |
| | | | | | | Open to New Ideas and Approaches | |
| | | | | | | Initiative | |
| | | | | | | Planning and Organization | |
| | | | | | | Flexible/Adaptable | |
| | | | | | | Follows Instructions | |
| | | | | | | Challenges Status Quo Processes in Appropriate Ways | |
| | | | | | | Seeks Additional Training and Development | |
| | | | | | | Attendance | |

Quantity of Work (Employee's success in producing the required amount of work)

| | | | | | | | |
|--|--|--|--|--|--|----------------------------|---------------------------|
| | | | | | | Priority Setting | Comments (if Appropriate) |
| | | | | | | Amount of Work Completed | |
| | | | | | | Work Completed on Schedule | |

| Not Appl | Unaccept | Impr Needed | Meets Exp | Exceeds Exp | Outstanding | Rating Factors | Evaluate each of the rating factors below by checking the appropriate box to the left of each factor. (For those factors not evaluated, please check "Not Applicable.") Pertinent comments may be made in the box provided to the right of the factor. They are required for ratings of "Unacceptable" or "Improvement Needed," and are encouraged for ratings of "Outstanding". |
|----------|----------|-------------|-----------|-------------|-------------|----------------|--|
|----------|----------|-------------|-----------|-------------|-------------|----------------|--|

Supervisory/Leadership Skills (applies only to employee who is a manager, supervisor, or lead)

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| | | | | | | Support of CU Diversity Efforts/Programs | Comments (if Appropriate) |
| | | | | | | Trains and Develops Staff | |
| | | | | | | Properly Aligns Responsibility, Accountability, and Authority | |
| | | | | | | Evaluates Staff Regularly | |
| | | | | | | Faces Performance Problems Squarely | |
| | | | | | | Supports Responsible Risk Taking | |
| | | | | | | Controls Costs and Maximizes Resources | |
| | | | | | | Instills Pride in Performance, Service, Innovation, and Quality | |
| | | | | | | Sets High Standards for Self as Well as others | |
| | | | | | | Employs Broad Institutional Goals in Evaluating Unit Effectiveness | |
| | | | | | | Supports Useful Debate and Disagreement | |
| | | | | | | Welcomes Constructive Criticism | |
| | | | | | | Fosters Respect for Facts, Data, and Objective Analysis | |
| | | | | | | Uses Analytical Tools and Models for Process Improvement | |
| | | | | | | Uses Data to Measure Outcomes, Track Quality, and Enable Improvement | |
| | | | | | | Sets Specific Goals for Simplicity, Productivity, and Process Improvements | |
| | | | | | | Supports Experimentation and Brainstorming that leads to Innovation and Learning | |

| OVERALL PERFORMANCE RATING | | | | |
|---|--|--|---|--|
| UNACCEPTABLE | IMPROVEMENT NEEDED | MEETS EXPECTATIONS | EXCEEDS EXPECTATIONS | OUTSTANDING |
| Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue. | Work performance does not consistently meet the standard of performance for the position. Serious effort is needed to improve performance. | Work performance consistently meets the standards of performance for the position. | Work performance is consistently above the standard performance for the position. | Work performance is consistently superior to the standards required for the job. |
| Place and "X" in the box which describes the employee's overall performance rating | | | | |

| Supervisor's Comments |
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| |

Complete the Goals and Development Worksheet with the employee during the appraisal meeting and attach it to this appraisal form for the employee's personnel record. The employee is encouraged to include comments in the space provided below.

| Employee Comment / Reactions |
|--|
| |

| |
|--|
| Employee Signature: _____ Date: _____ |
| I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with either the appraisal or the contents |

| | |
|--|--|
| Supervisor | Department Head |
| Signature: _____ Date: _____ | Signature: _____ Date: _____ |