



Traditional Performance Appraisal

Employee Name: _____
 Employee ID #: _____
 Title: _____
 CU Hire Date: _____
 Appraisal Period: 01/01/2025 to 12/31/2025
 Due Date: 03/20/2026

Supervisor Name: _____
 Supervisor ID #: _____
 Title: _____
 Department: _____
 Length of time you have supervised employee _____
 Years _____ Months _____

FUNCTIONAL AREAS OF RESPONSIBILITY

Rating Standards

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

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".
Not Appl	Unaccept	Impr Needed	Meets Exp	Exceeds Exp	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	

					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".
Not appl	Unaccept	Impr Needed	Meets Exp	Exceeds Exp			

Interpersonal Skills (Effectiveness of the employee's interactions with others)

					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	

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".
Not Appl	Unaccept	Impr Needed	Meets Exp	Exceeds Exp	Outstanding

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

					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 fails to meet the standards of performance required for the position. Performance at this level cannot be allowed to continue.	Work performance does not consistently meet the standards 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 consistently exceeds the standards of performance for the position.	Work performance is consistently and significantly superior to the standards of performance required for the position.

Place and "X" in the box which describes the employee's overall performance rating.

Important: If an employee's overall performance is rated as either "Unacceptable" or "Improvement Needed", please contact the [Employee Relations team](#) in the Office of Human Resources prior to meeting with the employee.

Supervisor's Comments

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:	Signature:
Date:	Date: