



# Traditional Performance Appraisal

<b>Employee Name:</b>	_____	<b>Supervisor Name:</b>	_____
<b>Employee ID #:</b>	_____	<b>Supervisor ID #:</b>	_____
<b>Title:</b>	_____	<b>Title:</b>	_____
<b>CU Hire Date:</b>	_____	<b>Department:</b>	_____
<b>Appraisal Period:</b>	01/01/2025 to 12/31/2025	<b>Length of time you have supervised employee</b>	
<b>Due Date:</b>	03/20/2026	<b>Years</b>	_____ <b>Months</b> _____

## FUNCTIONAL AREAS OF RESPONSIBILITY

### Rating Standards

- Not Applicable The employee is not required to perform in a specific rating factor and it cannot be measured.
- Unacceptable 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.
- 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 consistently exceeds the standards of performance for the position.
- Outstanding Work performance is consistently and significantly superior to the standards of performance required for the position.

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.") <b>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".</b>
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### 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	Unacceptable	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.") <b>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".</b>
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**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	

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.") <b>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".</b>
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**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.
<p><b>Place and "X" in the box which describes the employee's overall performance rating.</b></p> <p><b>Important:</b> If an employee's overall performance is rated as either "Unacceptable" or "Improvement Needed", please contact the <a href="#">Employee Relations team</a> in the Office of Human Resources prior to meeting with the employee.</p>					

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**

**Signature:**

**Date:**

**Department Head**

**Signature:**

**Date:**