



### Performance Review

Employee Information		
Name:		<b>Rating Scale</b> 1. Fails to meet requirements 2. Meets requirements 3. Exceeds requirements
Job Title:		
Department:		
Supervisor:		
Appraisal Date:		

A. Job Knowledge		Rating:
Please list duties or attach an up-to-date job description.	<b>Comments:</b>	

B. Communication Skills		Rating:
<b>Examples:</b> Writes clear and concise reports, letters, statistics. Responds to requests for assistance from faculty, staff or students. Listens attentively. Uses tact and diplomacy. Accessible.	<b>Comments:</b>	

C. Organizational Skills		Rating:
<b>Examples:</b> Manages time effectively. Able to prioritize workflow. Punctual. Able to perform complex tasks. Able to coordinate conflicting demands. Completes projects on time. Good attendance.	<b>Comments:</b>	

<b>D. Presentation</b>		Rating:
<p><b>Examples:</b></p> <p>Exhibits good customer service skills.</p> <p>Is able to work in a team or independently as required.</p> <p>Makes suggestions that will improve workflow in department.</p> <p>Understands university's purpose and mission.</p> <p>Sensitive to needs of staff, faculty, &amp; students.</p>	<b>Comments:</b>	

<b>E. Judgment and Initiative</b>		Rating:
<p><b>Examples:</b></p> <p>Able to make appropriate decisions.</p> <p>Starts projects without prompting.</p> <p>Works independently without supervision when appropriate.</p>	<b>Comments:</b>	

<b>F. Comments, Goals and Objectives</b>	
<b>Supervisor:</b>	
<b>Employee:</b>	

<b>G: Signatures</b>	
Supervisor Signature:	Date:
Employee Signature:	Date: