

UNION COLLEGE

Performance Appraisal

Employee Name _____ ID _____

Title _____ Department _____

Date Hired _____ Period Covered by Review _____

Time in position _____ Date of Last Review _____

REASON FOR REVIEW

Annual
 Promotion
 Unsatisfactory Performance
 Other _____

Instructions: Carefully evaluate your work performance in relation to the essential functions of the job. Check the rating box which best defines your performance. Use additional sheets if needed.

Definitions of Performance Ratings (to be used in rating performance on the following pages)

Exceed Expectations - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

Below Expectations - Results are generally unacceptable and require immediate improvement.

Meets Expectations - Competent and dependable level of performance. Meets the performance standards of the job.

Performance Factors	Rating Scale					Comments or N/A – Not Applicable
	Below		Meets		Exceeds	
Quality Produces work that is accurate, thorough and neat.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Self <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Evaluator <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Productivity Produces significant volume of work efficiently in a specified period of time.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Self <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Evaluator <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Job Knowledge Possesses the practical/technical knowledge required on the job.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Self <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Evaluator <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Reliability Reliable regarding task completion and follow-up.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Self <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Evaluator <input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	

Attendance Punctual, observe prescribed work-break/meal periods and have an acceptable overall attendance record.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Independence Performs work with little or no supervision.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Creativity Proposes ideas, finds new and better ways of doing things.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Initiative Ability to initiate projects, anticipate changes or needs, set new priorities, follow through and meet deadlines.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Adherence to Policy Properly interprets and applies company, division and/or department policies/procedures to job responsibilities.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Interpersonal Relationships Willingness and demonstrates ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Judgment Demonstrates proper judgment and decision-making skills when necessary. Willingness to take responsibility for these decisions.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Communication Effectiveness of expression in individual and group situations. Ability to convey ideas clearly and concisely.	Self <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
	Evaluator <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Employee Signature/Date: _____

Supervisor Signature/Date: _____