**Staff Appraisal - Checklist**

**Employee Name Title**

**Department**

**Appraisal Period**

**Type of Review (check one) Annual Special**

**Staff Appraisal of Performance on Relevant Factors**

**Rating Scale: 1=lowest 5=highest**

**Adaptability Rating:**

Adapts to changes in the work environment

Manages competing demands

Accepts instruction and/or constructive feedback

Changes approach or method to best fit the situation

Comments:

**Attendance and Punctuality Rating:**

Schedules time off in advance

Begins working on time

Keeps absences within guidelines

Ensures work responsibilities are covered when absent

Arrives at meetings and appointments on time

Comments:

**Communications Rating:**

Expresses ideas and thoughts well verbally

Expresses ideas and thoughts well in written form

Exhibits good listening and comprehension

Keeps others adequately informed

Selects and uses appropriate communication methods

Comments:

**Cooperation/Collegiality Rating:**

Establishes and maintains effective relations

Exhibits tact and consideration

Displays positive outlook and pleasant manner

Offers assistance and support to co-workers

Works cooperatively in group situations

Works actively to resolve conflicts

Comments:

**Dependability Rating:**

Responds to requests for service and assistance

Follows instructions, responds to management direction

Takes responsibility for own actions

Commits to doing the best job possible

Keeps commitments

Comments:

**Initiative Rating:**

Volunteers readily

Undertakes self-development activities

Seeks increased responsibilities

Takes independent actions and calculated risks

Looks for and takes advantage of opportunities

Asks for help when needed

Comments:

**Job Knowledge Rating:**

Competent in required job skills and knowledge

Exhibits ability to learn and apply new skills

Keeps abreast of current developments

Requires minimal supervision

Displays understanding of how job relates to others

Uses resources effectively

Comments:

**Organization Support Rating:**

Follows policies and procedures

Completes administrative tasks correctly and on time

Supports organization’s goals and values

Benefits organization through outside activities

Supports and respects diversity

Comments:

**Planning and Organization Rating:**

Prioritizes and plans work activities

Uses time effectively

Plans for additional resources

Integrates changes smoothly

Sets goals and objectives

Works in an organized manner

Comments:

**Problem Solving Rating:**

Identifies problems in a timely manner

Gathers and analyzes information skillfully

Develops alternative solutions

Resolves problems in early stages

Works well in group problem solving situations

Comments:

**Productivity Rating:**

Consistently handles assigned workload

Establishes and manages priorities effectively

Works efficiently and uses time effectively

Establishes processes and procedures for getting work done

Comments:

**Quality Rating:**

Demonstrates accuracy and thoroughness

Displays commitment to excellence

Looks for ways to improve and promote quality

Applies feedback to improve performance

Monitors own work to ensure quality

Comments:

**Core Values Rating:**

Demonstrates student centeredness

Demonstrates professional development and scholarship

Demonstrates integrity and ethics

Demonstrates respect, diversity and pluralism

Demonstrates innovation and flexibility

Demonstrates teamwork and collaboration

Comments:

**Additional Performance Factors Related to this Position**

**• Rating:**

Comments:

**• Rating:**

Comments:

**• Rating:**

Comments:

**Signatures and Statements**

**Immediate Supervisor: Date:**

**Next Level Supervisor: Date:**

**\*Employee: Date:**

\*Signature acknowledges that the appraisal was discussed with employee; it does not necessarily signify employee’s agreement with the appraisal.

**Overall Annual Performance Rating**

*(Circle one rating below)*

**5 Exceptional** Performance during appraisal period was consistently superior and significantly exceeded expectations for the position.

**4 Highly Effective** Performance during appraisal period frequently exceeded expectations for the position.

**3 Proficient/Successful** Performance during appraisal period met expectations for the position.

**2 Inconsistent** Performance during appraisal period met some, but not all expectations for the position. Performance improvement process should be initiated.

**1 Unsatisfactory** Performance during appraisal period consistently failed to meet minimum expectations for the position. Individual lacks or did not apply knowledge, skills, or behavior expected for the position. Performance improvement process should be initiated.

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**N/A New** Individual has not been in position long enough to fully demonstrate the competencies required for the position. This appraisal is provided for feedback purposes. Individual will, therefore, be formally reviewed and rated at a later agreed upon date.

Optional Employee Statements:

□ I agree with the appraisal as written (no response provided).

□ I agree with the appraisal as written (response provided).

□ I do not agree with the appraisal as written (no response provided).

□ I do not agree with the appraisal as written (response provided).

Reviewed:

**HR Services Manager: Date:**

*Updated January 2012*