The University requires periodic appraisal of each employee’s performance. The appraisal should be used as an instrument of communication between the supervisor and employee, to address performance and performance improvement as necessary.


INSTRUCTIONS:
1. All items should be completed.
2. Place a check mark in the appropriate column.

<table>
<thead>
<tr>
<th>LEVELS OF PERFORMANCE</th>
<th>*N.I.</th>
<th>*Average</th>
<th>Above *Average</th>
<th>*Superior</th>
</tr>
</thead>
</table>

**RESPONSIBILITIES:**

A. Productivity
   • Amount of Work Performed
   • Work load

B. Quality
   • Neatness
   • Grammar
   • Spelling
   • Accuracy
   • Thoroughness

C. Unsupervised Work
   • Work Independently

D. Work with others
   • Teamwork

E. Attitude
   • Towards job
   • Public relations

F. Attendance & Punctuality
   • Observation of required work schedule

**PROFESSIONAL TRAITS:**

A. Initiative
   • Self starter

B. Resourcefulness
   • Overcoming problems
   • Ability to improvise

C. Judgment
   • Soundness of conclusions

D. Communication
   • Effectiveness of expression

E. Customer Focus
   • Responsiveness to internal and external customers
LEVELS OF PERFORMANCE

<table>
<thead>
<tr>
<th>N.I.</th>
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</tr>
</thead>
</table>

**EMPLOYEE CHARACTERISTICS:**

A. Knowledge of job
   - Experience
   - Total preparation for performing job

B. Ability to learn
   - Ability to absorb new ideas
   - Open mindedness

C. Attempts to improve
   - Self development
   - Effort

D. Professional presentation
   - Demeanor
   - Appropriateness of dress

E. Personal Characteristics
   - Persistence
   - Flexibility
   - Integrity
   - Creativity

**OVERALL JOB PERFORMANCE**

Considering responsibilities, professional traits and employee characteristics you have evaluated above, how do you rate this employee? Check the appropriate box above.

Supervisor’s Comments

Employee’s Comments

☐ I know what is expected of me regarding my job.
☐ I am not sure what my duties and responsibilities are regarding my job.

Employee’s Signature ___________________________ Date ____________

Supervisor’s Signature ___________________________ Date ____________

* Needs Improvement: below average performance generally poor/or inconsistent.
* Average: job performance satisfactory.
* Above Average: job performance usually above that which is expected.
* Superior: exceptional performance-exemplary employee in all categories.