



**ANNUAL PERFORMANCE REVIEW
(EVALUATION FORM 1)**

For the Appraisal Year of _____ through _____

Name of Employee:		Department:	
Position Title:		Evaluator:	

Employee Instructions:

- To navigate from one cell to the next, use the Tab key. To go backwards, use Shift-Tab.
- Complete the Heading and “Accomplishments Achieved” sections of this form on page 1.
- Review this evaluation form in its entirety and think of specific examples of performance outcomes as they relate to the uniform performance criteria on page 2.
- Be prepared to discuss your work accomplishments with your evaluator/supervisor.
- Submit this form to your designated evaluator.

Evaluator Instructions:

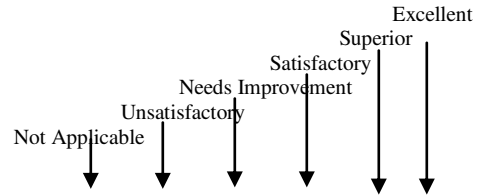
- To navigate from one cell to the next, use the Tab key. To go backwards, use Shift-Tab.
- Review the employee’s accomplishments and position description.
- Schedule a date and time to meet with the employee to discuss his/her performance.
- Rate the employee’s performance in the evaluation areas and assign an overall rating for the year.
- Meet with the employee to review their accomplishments, performance, and to jointly set some new benchmarks for the next appraisal year.
- Sign and date the form, and ask the employee to sign and date the form acknowledging the review.
- Submit the final evaluation form to the Personnel Benefits & Payroll Coordinator.

Accomplishments Achieved (Attach additional information if necessary):

Evaluation Ratings and Definitions for Uniform Performance Criteria

- 5 – Excellent** - Performance is clearly extraordinary; results almost always exceed requirements.
- 4 – Superior** - Performance significantly exceeds standards; results usually exceed requirements.
- 3 – Satisfactory** - Performance meets acceptable standards; results usually meet requirements.
- 2 – Needs Improvement** - Performance is below acceptable standards; results fall short of requirements.
- 1 – Unsatisfactory** - Performance is clearly unacceptable; results usually fall far short of requirements.

Uniform Performance Criteria



<u>Communication</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							
<u>Personnel Management</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							
<u>Financial Management</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							
<u>Planning and Organization</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							
<u>Leadership, Problem Solving, and Innovation</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							
<u>Customer Service/Time Management</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							
<u>Technology Competence</u>	N/A	1	2	3	4	5	Enter Rating:
then, press Tab							
Evaluator Comments:							

Total **Uniform Performance Criteria** Score = 0
Enter Number of Criteria evaluated =
 Average Rating =

Employee's Signature

Evaluator's Signature

Date Reviewed w/ Employee

Your signature above acknowledges that the Evaluator has met with you to review your past performance and to jointly set your performance benchmarks for the upcoming appraisal year. If you disagree with the Evaluator's rating(s) of your performance, please submit your comments below.

Employee's Comments: