



## ANNUAL PERFORMANCE REVIEW (EVALUATION FORM 2)

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.
- Think about and prepare your preliminary “Performance Objectives Planning” for the next appraisal year, on page 4 of this form.
- Be prepared to discuss your proposed objectives for the next appraisal year, and also your accomplishments on current objectives 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 performance objectives 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.

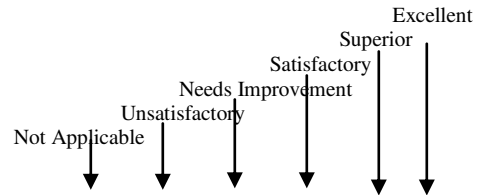
Accomplishments Achieved (Attach additional information if necessary):

### 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

(Worth 35% of Evaluation – To be completed by Evaluator)



|   |     |   |   |   |   |   |               |
|---|-----|---|---|---|---|---|---------------|
| <b><u>Communication</u></b>                               | N/A | 1 | 2 | 3 | 4 | 5 | Enter Rating: |
| then, press Tab   |     |   |   |   |   |   |               |
| Evaluator Comments:                                       |     |   |   |   |   |   |               |
| <b><u>Personnel Management</u></b>                        | N/A | 1 | 2 | 3 | 4 | 5 | Enter Rating: |
| then, press Tab   |     |   |   |   |   |   |               |
| Evaluator Comments:                                       |     |   |   |   |   |   |               |
| <b><u>Financial Management</u></b>                        | N/A | 1 | 2 | 3 | 4 | 5 | Enter Rating: |
| then, press Tab   |     |   |   |   |   |   |               |
| Evaluator Comments:                                       |     |   |   |   |   |   |               |
| <b><u>Planning and Organization</u></b>                   | N/A | 1 | 2 | 3 | 4 | 5 | Enter Rating: |
| then, press Tab   |     |   |   |   |   |   |               |
| Evaluator Comments:                                       |     |   |   |   |   |   |               |
| <b><u>Leadership, Problem Solving, and Innovation</u></b> | N/A | 1 | 2 | 3 | 4 | 5 | Enter Rating: |
| then, press Tab   |     |   |   |   |   |   |               |
| Evaluator Comments:                                       |     |   |   |   |   |   |               |
| <b><u>Customer Service/Time Management</u></b>            | N/A | 1 | 2 | 3 | 4 | 5 | Enter Rating: |
| then, press Tab   |     |   |   |   |   |   |               |
| Evaluator Comments:                                       |     |   |   |   |   |   |               |
| <b><u>Technology Competence</u></b>                       | 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 =  
 Percentage Earned (35% is the maximum) = %

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Evaluator's Signature

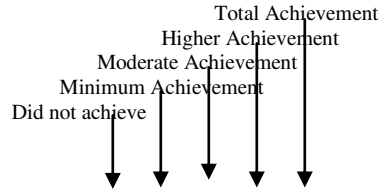
\_\_\_\_\_  
Date Reviewed w/ Employee

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:**

## Performance Objectives Update/Status

*(Worth 65% of Evaluation – To be completed by Evaluator)*



|                                 |                      |   |
|---------------------------------|----------------------|---|
| <b>Performance Objective #1</b> | <b>Update/Status</b> | <div style="display: flex; justify-content: space-between; align-items: center;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <div style="text-align: right;"> <b>Enter Rating:</b><br/> then, press Tab </div> </div> |
| <b>Performance Objective #2</b> | <b>Update/Status</b> | <div style="display: flex; justify-content: space-between; align-items: center;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <div style="text-align: right;"> <b>Enter Rating:</b><br/> then, press Tab </div> </div> |
| <b>Performance Objective #3</b> | <b>Update/Status</b> | <div style="display: flex; justify-content: space-between; align-items: center;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <div style="text-align: right;"> <b>Enter Rating:</b><br/> then, press Tab </div> </div> |
| <b>Performance Objective #4</b> | <b>Update/Status</b> | <div style="display: flex; justify-content: space-between; align-items: center;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <div style="text-align: right;"> <b>Enter Rating:</b><br/> then, press Tab </div> </div> |
| <b>Performance Objective #5</b> | <b>Update/Status</b> | <div style="display: flex; justify-content: space-between; align-items: center;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <div style="text-align: right;"> <b>Enter Rating:</b><br/> then, press Tab </div> </div> |

Subtotal of **Performance Objectives (Max 25)** = 0  
Percentage Earned (65% is the maximum) = 0%  
**TOTAL EVALUATION SCORE PERCENTAGE** = 0%  
*(Criteria and Objectives Percentages Combined)*

## Performance Objectives Planning

For the Appraisal Year of \_\_\_\_\_ through \_\_\_\_\_

The Employee and Evaluator will jointly develop **five performance objectives**. Care should be taken that each objective states what the Employee plans to accomplish, identifies one or more performance measures to determine whether each objective is accomplished, and specifies the **target date** of completion.

1.

2.

3.

4.

5.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*Your signature above acknowledges that the Evaluator has met with you to review your past performance and to jointly set your performance objectives for the upcoming appraisal year. If you disagree with the Evaluator's rating(s) of your performance, or with the objectives set for the next year, please comment in the appropriate space below.*

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date Reviewed with Employee

**Overall Evaluation:** 0 %    100 - 91 = Excellent    90 - 80 = Superior    79 - 65 = Satisfactory    64 - 55 = Needs Improvement    54 or less = Unsatisfactory

*Evaluator's Comments:*

*Employee's Comments:*