

Performance Appraisal • Missouri Western State University • St. Joseph, MO
NON-EXEMPT STAFF EMPLOYEE

Name:	XX
Department:	XX
Official Position Title:	XX
Evaluation due date:	XX
Date entered present position:	XX

I. Essential Duties: (as listed in the Position Description)
List each responsibility, and evaluate performance and show rating.

1. (Insert Essential Duty here)

Rating:

Comments:

2. (Insert Essential Duty here)

Rating:

Comments:

3. (Insert Essential Duty here)

Rating:

Comments:

XX

4. (Insert Essential Duty here)

Rating:

Comments:

5. (Insert Essential Duty here)

Rating:

Comments:

6. (Insert Essential Duty here)

Rating:

Comments:

7. (Insert Essential Duty here)

Rating:

Comments:

8. (Insert Essential Duty here)

Rating:

Comments:

II. Performance Factors: Indicate the employee's performance level with appropriate comments.

1. **Relationship with co-workers and others.** To what extent does the employee maintain effective and cooperative relationships with co-workers and other departments?

Rating:

Comments:

2. **Attitude.** To what extent does the employee demonstrate a willingness to cooperate and accept direction and instruction in a positive manner?

Rating:

Comments:

3. **Dependability.** To what extent does the employee demonstrate the ability to work conscientiously to complete tasks with minimum supervision?

Rating:

Comments:

4. **Attendance.** To what extent does the employee demonstrate regularity and consistency in following an assigned work schedule?

Rating:

Comments:

5. **Initiative.** To what extent does the employee demonstrate the ability to think constructively and to initiate appropriate action in the solution of problems?

Rating:

Comments:

III. Goals and Objectives: Evaluate the employee's Goals and Objectives for the previous evaluation period. Provide comments as to whether the goals were met in the designated time frame and provide examples or a detailed explanation. Rate each Goal and Objective.

1. List Goal # 1

Rating:

Comments:

2. List Goal # 2

Rating:

Comments:

3. List Goal # 3

Rating:

Comments:

IV. Overall Performance: Evaluate the employee's overall performance using the information provided in the Essential Duties and Performance Factors section completed above. In your comments describe particular employee strengths and any areas of performance that may need improvement. Rate the employee's overall performance.

Rating:

Comments

IV. Employee Comments: (Optional)

Signature of Employee (does not necessarily indicate concurrence)

Date

Signature of Supervisor

Date

Signature of Next Level of Supervision

Date

INSTRUCTIONS: In Section I, list the Essential Duties reflecting the standards of performance that have been established for the employee in accordance with his/her position responsibilities. Use the comments area to add detail or to describe how well the responsibilities have been performed. Be as specific as possible in describing the employee's job performance. For each Essential Duty, indicate the appropriate performance rating (Refer to performance ratings below.) In Section II, evaluate Performance Factors using the comments area on each of the given factors. Rate the employee on each Performance Factor. In Section III, evaluate overall employee performance. Describe strengths and areas of performance that may need improvement. Rate the employee's Overall Performance.

Performance Ratings:

Superior; very exceptional performance.

Highly Competent; highly satisfactory performance, contributing to University success beyond job requirements.

Competent; performance meets position requirements consistently.

Improvement needed; performance is inadequate and improvement is needed.

Unsatisfactory; performance fails to meet minimum job requirements.

send original to Human Resources • keep one copy for supervisor • provide one copy to employee