

Instructions

Prior to October 1, each staff employee should have a performance appraisal completed within the last year. Supervisors should use the current job description as the foundation for the performance appraisal. NSU's mission, vision, values and service excellence values should be considered when evaluating job performance factors, and setting all goals and objectives. Performance appraisal is a management tool used to improve communication, improve performance, encourage employee development, and guide personnel actions. Rate each area using the below rating levels. Please only print this document two-sided by setting computer print function.

**Please turn the signed Performance Appraisal Form and the Self-Assessment Form into Human Resources when complete.

Performance Ratings

The purpose of performance appraisal is to measure levels of job-related behavior. In using the scale each supervisor should consider the extent to which the employee meets the expected standards for all job factors. The supervisor should refer to the job description and the performance standards when rating job performance. Performance ratings should not be made for job behaviors that were not observed during the appraisal period. Indicate the employee's level of performance by checking the appropriate level. If the employee has not been observed performing a duty, then write, "NOT OBSERVED" next to the factor item or use the N/A (non-applicable) column.

Performance Level Definitions

DOES NOT MEET EXPECTATIONS: Employee requires improvement in the area and job duties evaluated. Staff member is not performing acceptably in this area or job duty. Performance improvement is required to be retained in the position. Must improve and will be evaluated monthly.

MEETS SOME EXPECTATIONS BUT NOT ALL: Employee met some but not all expectations. Employee and Supervisor should agree on a plan that may deter future shortfalls in performance.

MEETS EXPECTATIONS: Employee performs job duties and expectations for the area evaluated. Normal guidance and supervision are required. This level represents "Good Performance" and should be used for those employees who perform well in the job, and meet job factors at proficient, competent and effective levels.

Job Performance Factors

Each supervisor should identify the core job duties in the job description, and assess the employee's performance on each of those duties. Specific job duties may be taken from the current job description.

Using This Form

Rename and save this form before use.

Throughout the form you will see grey text that says: Click or tap here to enter text/date, or Click in the field, type or select the required information, and press Tab to move to the next field. Some fields will have drop-down arrows. Click on the arrow to select the appropriate answer.

Employee Name:

Employee Job Title:

Employee Department/Location:

Evaluator/Supervisor Name:

Time Under Evaluator's Supervision:

Time in Current Position: Years:

Months:

Review Period From:

To:

Date of Last Performance Appraisal:

Date of This Evaluation:

Type of review:

Explanation of Other:

Work Skills

Essential functions of job. Measures work output and how employee applies information, policies, procedures, duties, knowledge, skills and abilities to current position.

Evaluation:

Justification:

Communication Skills

Working relationships and commitment to department and organizational goals. Ability to operate in the workplace through social communication and interactions.

Evaluation:

Justification:

Use of Materials/Equipment

Appropriate knowledge and safe use of equipment, i.e., telephones, computers, tools, etc.

Evaluation:

Justification:

Work Ethic

Confidentiality, attendance, punctuality, reliability, honesty, etc. (Attendance standard is no more than one unscheduled absence occurrence per month averaged over the 12 month evaluation period .)

Evaluation:

Justification:

Previous Year's Goals

(As applicable) If the employee participated in a performance appraisal the previous year, the employee established some performance goals. Identify the goals, and evaluate how well the employee met those goals.

Goal 1:

Goal 1 Evaluation:

Goal 2:

Goal 2: Evaluation:

Goal 3:

Goal 3: Evaluation:

Overall Summary:

New Year's Goals

Individual goals set for the upcoming year may be in a general performance area or a more directly related job task. At least one goal should be tied to the NSU Strategic Plan, Service Excellence Values or the Mission Statement. Goals need to be specific, measurable, realistic, and time-framed. If more than three are appropriate please attach an additional page.

Goal 1/Objective:

Goal 1 Deadline:

Supervisor Action Plan (optional):

Goal 2/Objective:

Goal 2 Deadline:

Supervisor Action Plan (optional):

Goal 3/Objective:

Goal 3 Deadline:

Supervisor Action Plan (optional):

Signatures

Requires 2 levels of supervisory signatures.

Supervisor's Signature:

Date:

Dean or Director Signature:

Employee's Comments

I have seen this completed evaluation, and I have received a copy. I understand that I may contact the Office of Human Resources to obtain information to appeal this evaluation if my overall rating is at the Does Not Meet Expectations rating. Employee's signature does not imply agreement with the contents of this form, but signifies only that the performance communication meeting was held.

Employee's Signature:

Date:

Additional Consideration

At the time of the performance appraisal, if the immediate supervisor along with the Director or Dean concludes that the employee has performed at an exceptionally high level during the year, documentation may be entered in this section. This section of the performance appraisal reflects performance beyond successful completion of all job duties at a Meets Expectations rating, and behaviors identified in the core competencies at a Meets Expectations rating. This section identifies significant and continued contributions to the mission, vision and values above what is expected in the daily performance of duties. Here you may list performance and accomplishments throughout the year that exceed what is expected in the position's duties or core competencies. Be specific as this will be reviewed by others. At the discretion of the President, this information may be viewed for consideration of merit pay recognition by the Cabinet. Recognition of merit may or may not result in merit pay for the year, depending upon funding availability.

Employee eligible for a salary increase or stipend-if offered- this year.