



## Human Resource Services

### Annual Performance Summary For AFSCME Covered Employees

Employee's Name: \_\_\_\_\_ Employee's University ID #: \_\_\_\_\_

Employee's Classification: \_\_\_\_\_ Department: \_\_\_\_\_

Date Employee Began Current Position: \_\_\_\_\_ Review Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's University ID #: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of time employee has worked for present supervisor: \_\_\_\_\_

#### Rating Categories and Definitions

<b>Exceptional</b>	Consistently exceeds expectations. Performance is consistently characterized by exceptionally high work quality. Employees rated as exceptional repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job assignments.
<b>Exceeds Expectations</b>	Frequently exceeds expectations. Performance indicates thorough attention to and the completing of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.
<b>Meets Expectations</b>	Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. <i>This rating is not to be considered as marginal performance.</i>
<b>Needs Improvement</b>	Performance does not consistently meet minimum expectations of the position. Supervisor needs to provide specific written expectations for improvement.
<b>Unsatisfactory</b>	Performance does not meet the expectations of the position. Supervisor needs to provide specific, written expectations for improvement.

Job Knowledge and Skills
The extent to which an employee possesses and applies the practical and technical knowledge and skills required on the job.
<b>Rating</b>
<input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory
<b>Supportive Details or Comments</b>

Job Performance
The extent to which an employee's work is consistently accurate, thorough and neat. The extent to which job is performed in a professional manner.
<b>Rating</b>
<input type="radio"/> Exceptional <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory
<b>Supportive Details or Comments</b>



**Attendance**

The extent to which an employee is punctual, observes designated work break/meal periods, has an acceptable overall attendance record and properly schedules time off.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Communication**

The extent to which an employee is proficient and professional in oral and written communications. Includes listening, understanding, remembering and following oral/written instructions; asking for clarification when necessary; and providing information to others in a clear, complete and concise manner.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Organizational Skills**

The extent to which an employee works efficiently and productively, and effectively manages resources (labor, time, materials, etc.)

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Decision-Making/Problem-Solving**

The extent to which an employee demonstrates proper judgment, decision-making and problem-solving skills when necessary.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Interpersonal Relationships**

The extent to which an employee is willing, and demonstrates the ability, to cooperate, work and communicate with internal or external customers/client, co-workers, supervisors, subordinates, and/or other outside contacts.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**



**Initiative**

The extent to which an employee is a self-starter, shares new and better ideas for doing things, and is willing to assume additional duties when necessary.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Reliability**

The extent to which an employee can be relied upon regarding task completion.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Adherence to Policy**

The extent to which an employee follows safety and conduct rules, other regulations and adheres to university/division/department policies.

**Rating**

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

**Supportive Details or Comments**

**Overall Performance Rating**

Indicate the performance level that most closely reflects how the employee's overall performance measured up to what should normally be expected from an employee with similar experience at this level.

Exceptional     Exceeds Expectations     Meets Expectations     Needs Improvement     Unsatisfactory

1. What does the employee feel would be helpful for his/her job or career development?
  
2. What recommendations does the supervisor have for employee's job or career development (seminars, training, schooling, etc.)?



**Checklist for Annual Performance Summary Meeting**

The following areas were discussed between the supervisor and employee during the Annual Performance Summary meeting:

- |   | <b>Check When Completed</b> |
|---|-----------------------------|
| • The employee’s primary responsibilities during the past year (provide Job description to employee) and how they relate to overall unit/department objectives. | <input type="checkbox"/>    |
| • Employee’s strengths and areas for growth.  | <input type="checkbox"/>    |
| • Employee’s significant accomplishments during the review period.  | <input type="checkbox"/>    |
| • Possible ways to improve performance.   | <input type="checkbox"/>    |
| • Barriers to effective work performance and job satisfaction during the review period  | <input type="checkbox"/>    |
| • Employee’s goals and needs for the next review period.  | <input type="checkbox"/>    |
| • Employee’s long term career goals and development needs.  | <input type="checkbox"/>    |
| • Supervisor’s goals for the employee for the next review period.   | <input type="checkbox"/>    |
| • Employee’s feedback/suggestions.  | <input type="checkbox"/>    |
| • Anything else the employee or supervisor would like to address.   | <input type="checkbox"/>    |

**Position Description Review**

The employee’s position description has been reviewed for accuracy:

- No changes are necessary at this time.
  Changes are necessary and will be submitted to HRS.

**Employee’s Comments** (optional): [If you prefer, attach additional page(s) or Discussion Guide.]

**Employee’s Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*I acknowledge that this Annual Performance Summary was discussed with me.*

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to: Human Resource Services, 027 Gilchrist, 0034

Copies to: Employee  
Supervisor  
Dean/Department Head