

## PERFORMANCE APPRAISAL FOR EXEMPT / SUPERVISORY / MANAGERIAL / EXECUTIVE STAFF - A (SHORT FORM)

Name of Staff Member \_\_\_\_\_ Name of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Part I** (fill in the appropriate circle to the right)

	Never/Rarely	Sometimes	Usually	Almost Always	Not applicable or Not observed
Demonstrates a mastery of job requirements	0	0	0	0	0
Completes assigned tasks in a timely manner	0	0	0	0	0
Performs tasks without making errors	0	0	0	0	0
Arrives at work on scheduled days and times	0	0	0	0	0
Performs without the need for other-than-normal supervision	0	0	0	0	0
Works well with colleagues within department	0	0	0	0	0
Works well with colleagues in other departments	0	0	0	0	0
Works well with PI's and campus officials	0	0	0	0	0
Has good rapport with sponsors, vendors, etc.	0	0	0	0	0
Shows initiative and a willingness to assist others	0	0	0	0	0
Suggests ways to improve departmental/organizational performance	0	0	0	0	0
Responds promptly to inquiries, complaints, requests	0	0	0	0	0
Supervises subordinates effectively	0	0	0	0	0
Mentors subordinates for promotional opportunities and professional development	0	0	0	0	0
Models appropriate behavior to others	0	0	0	0	0
Understands broad organizational objectives	0	0	0	0	0
Contributes to the establishment of organizational objectives	0	0	0	0	0
Is a change agent	0	0	0	0	0
Communicates well with superiors and subordinates	0	0	0	0	0
Achieves individual objectives established in prior year	0	0	0	0	0

What are the employee's strengths as well as areas in need of strengthening?

What professional development activities might the employee benefit from most in the coming year?

Overall, did the employee fail to meet, meet, or exceed expectations for the year? Why?

What are the goals and objectives you intend to establish for this employee for the coming year?