



Performance Appraisal: Employee Review Form

Name: _____ Job Title: _____

Supervisor _____ Department: _____

Review Period From: _____ To: _____

Purpose of Review:

____ Introductory ____ Annual Performance ____ Other: _____

Score the performance in each job factor below on a scale of 5 - 1, as follows:

5 = Outstanding, consistently exceeds this job factor expectation and is recognized by peers and/or customers as a leader and positive example for others.

4 = Above Expectations, consistently meets and occasionally exceeds this job factor expectation.

3 = Meets Expectations, consistently meets this job factor expectation.

2 = Below Expectations, occasionally fails to meet this job factor expectation.

1 = Needs Improvement, consistently fails to meet this job factor expectation and a job performance improvement plan is required.

Section 1 - Job Performance (60% of total score)

SCORE

Identify and enter the most critical job duties (up to five) based on the employee's role and responsibilities.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Quality of Work _____

Quantity of Work _____

1 - Overall Score (Average: Add all scores and divide by the number of items) = _____

Section 1 Comments:

Section 2 – Core Competency Evaluation (20% of total score)

SCORE

Reliability _____

Accountability _____

Interpersonal Skills _____

Adaptability _____

Communication Skills _____

Teamwork _____

Customer Service _____

Problem Solving _____

Initiative _____

2 - Overall Score (Average: Add all scores and divide by the number of items) = _____

Section 2 Comments:

Section 3 – Professional Growth & Development (20% of total score)

SCORE

Adaptability to Change _____

Commitment to Quality Improvement _____

Learning & Skill Development _____

Developmental Goal Progress _____

Learning Agility _____

Optional Additional item _____

3 - Overall Score (Average: Add all scores and divide by the number of items) = _____

Section 3 Comments:

Overall Scores from Section 1-3

Multiply by Weight

1. Job Performance Average: _____ x .60 = _____ A

2. Core Competency Evaluation: _____ x .20 = _____ B

3. Professional Growth & Development: _____ x .20 = _____ C

Overall Score (Add A+B+C) = _____

**If the overall score is below 3, please email SOM HR before issuing to employee*

Noteworthy Accomplishments for this review period (optional):

Developmental goals for the next review period

1. _____
2. _____
3. _____

Signatures

The employee signature is an acknowledgement that he or she has received the appraisal and had the opportunity to discuss the contents. A signature does not indicate agreement with the content.

Employee: _____

Date: _____

Employee Comments:

Additional Supervisor Comments:

Supervisor/Manager: _____

Date: _____

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Please email completed and signed performance review form to SOMHR@rowan.edu for filing