



Performance Appraisal: Supervisor Review Form *(Non-Managerial)*

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 (50% 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:

<u>Section 2 – Core Competency Evaluation (20% of total score)</u>	<u>SCORE</u>
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<u>Reliability</u>	<u> </u>
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<u>Accountability</u>	<u> </u>
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<u>Interpersonal Skills</u>	<u> </u>
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<u>Adaptability</u>	<u> </u>
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<u>Communication Skills</u>	<u> </u>
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<u>Teamwork</u>	<u> </u>
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<u>Customer Service</u>	<u> </u>
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<u>Problem Solving</u>	<u> </u>
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<u>Initiative</u>	<u> </u>
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2 - Overall Score (Average: Add all scores and divide by the number of items) =	<u> </u>
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Section 2 Comments:

<u>Section 3 – Professional Growth & Development (15% of total score)</u>	<u>SCORE</u>
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<u>Adaptability to Change</u>	<u> </u>
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<u>Commitment to Quality Improvement</u>	<u> </u>
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<u>Learning & Skill Development</u>	<u> </u>
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<u>Developmental Goal Progress</u>	<u> </u>
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<u>Learning Agility</u>	<u> </u>
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<u>Optional Additional item</u>	<u> </u>
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3 - Overall Score (Average: Add all scores and divide by the number of items) = _____

Section 3 Comments:

Section 4 - Team Leadership & Development (15% of total score) **SCORE**

Team Leadership _____

Delegation _____

Accountability Management _____

Employee Development & Mentorship _____

Communication & Conflict Resolution _____

Optional Additional item _____

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

Section 4 Comments:

Overall Scores from Section 1-4

Multiply by Weight

1. Job Performance Average: _____ x .50 = _____ A

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

3. Professional Growth & Development: _____ x .15 = _____ C

4. Team Leadership & Development: _____ x .15 = _____ D

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

**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:** _____