



**Business Office**

# Performance Appraisal Staff

2500 E. Nutwood Ave.  
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Employee Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Evaluated by: \_\_\_\_\_  
*Name Title Date*

Our performance management system was designed to accomplish better communication and performance among all employees. It provides a means for management to discuss an employee's performance against previously determined goals and to identify employee needs in terms of future development. It also provides employees with the opportunity to discuss procedural changes or elimination of possible impediments to their productivity and development.

The annual performance appraisal process is not a substitute for two-way communication between employees and their supervisors during the year. Rather it is the formalized documentation of what should be an ongoing year round practice that supports our core values of equity, trust, teamwork and communication.

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|--------------------|--|
| Outstanding        | Performance well beyond expectations; positive behavior reflecting a keen interest in excellence and exceeding University goals.                     |
| Above Expectations | Performance above average; behavior constantly reflects interest in improving and attaining higher level of achievement for self and the University. |
| Meets expectations | Performance at average level; some interest in improving and positive behavior about the job and the University.                                     |
| Below expectations | Performance is below average; behavior reflects little concern for improving.  |
| Unsatisfactory     | Performance is unacceptable; negative behavior about the job and the University.   |

**PART I**  
**EVALUATION OF JOB - RELATED FACTORS**

<b>Performance</b>	<b>Outstanding</b>	<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Unsatisfactory</b>
Completes tasks on time					
Work quality					
Productivity					
Works independently					

<b>Communication</b>					
Reports to proper supervisor(s)					
Understands instructions easily					
Communication skills					

<b>Interpersonal Skills</b>					
Working relationship with others					
Relationship with customers/students					
Relationship with supervisor					

<b>Attendance</b>					
Punctuality					
Absenteeism					
Overall attendance record					

<b>Knowledge/Skills</b>					
Meets job requirements					
Applies knowledge/skills to job					
Adds to knowledge and skills					

<b>Other</b>					

## Evaluator's Comments

1. Has employee met goals set during the last evaluation?

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2. In what specific areas, if any, has the employee excelled since the last evaluation?

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3. In what specific areas does the employee need improvement?

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4. What goals should the employee plan to meet before the next scheduled evaluation?

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5. Other comments?

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## Employee's Comments

1. Do you have the tools and resources you need to do your job? If not, please list those items which you feel you need.

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2. Do you have the training you need to do your job? If not, please list areas in which you feel you need additional training.

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3. Other comments?

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Signatures:

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Evaluator

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Employee

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Final Reviewer

Copy to:

Employee  
Personnel File

Date of Next Scheduled Review: \_\_\_\_\_

**PART II**  
**PERFORMANCE IMPROVEMENT PROGRAM**

Please identify the areas where performance improvement is necessary. Then list specific actions that should be taken to improve performance deficiencies. Finally specify a time-frame within which such actions should be accomplished.

Employees who are on a Performance Improvement Program should be monitored at least quarterly, and more frequently if warranted by individual circumstances.

Areas for Improvement in Performance	Specific Actions to be Taken	Time-frame for Completion

Employee Comments:

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Supervisor's (Evaluator's) Comments:

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Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_