



# CLERICAL / MAINTENANCE EMPLOYEE APPRAISAL FORM

<b>Employee Name:</b>	<b>Title:</b>
<b>Department:</b>	<b>Department Head:</b>
<b>APPRAISAL PERIOD: FROM</b>	<b>TO</b>
<b>CURRENT HIRE DATE:</b>	
<b>APPRAISAL GIVEN BY:</b>	<b>TITLE :</b>

**EVALUATION OF JOB-RELATED ATTRIBUTES**

**INSTRUCTIONS:** For each of the attributes listed, rate the employee's demonstrated performance according to the following scale and select the appropriate choice.

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|------------------------------|--|
| <b>1. UNSATISFACTORY</b>     | Substantial improvement imperative: performance below minimum standard |
| <b>2. IMPROVEMENT NEEDED</b> | Improvement needed to meet expected performance standards              |
| <b>3. SATISFACTORY</b>       | Generally meets expected performance standards                         |
| <b>4. GOOD</b>               | Consistently meets or surpasses expected performance standards         |

**PLEASE NOTE:**

**\*Select the "N/A" box if rating of the particular attribute is not applicable.**

<b>1.</b>	<b>ATTENDANCE AND PUNCTUALITY</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Consider matters such as the employee's arrival time, departure time, absenteeism, and tendency to loiter.

<b>2.</b>	<b>ATTITUDE AND ENTHUSIASM</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Does the employee maintain a positive attitude? Consider the employee's cooperation with other employees and participation as a "team player". Does the employee accept assignments with enthusiasm and willingness to put forth extra effort when necessary?

<b>3.</b>	<b>DEPENDABILITY</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Consider the extent to which the employee can be relied upon to follow instructions and to meet deadlines.

<b>4.</b>	<b>INDEPENDENCE</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Consider the employee's ability to operate effectively with limited supervision and direction.

<b>5.</b>	<b>PRODUCTIVITY</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Consider the volume of useful work produced.

<b>6. COMMUNICATION</b>	<b>Oral</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Written</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

Where applicable, consider the employee's ability to communicate effectively orally and in writing, taking into account focus of presentation, organization of thought, and economy of words.

<b>7. EFFICIENCY AND ORGANIZATION</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Where applicable, consider the employee's overall efficiency and organization as they relate to his/her responsibilities, time management, and attention to details.

<b>8. DRIVE AND INITIATIVE</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Consider the employee's initiative and willingness to assume responsibility. Does the employee strive to extend himself/herself and make contributions that exceed expectations?

<b>9. JOB KNOWLEDGE</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Consider how well the employee understands his/her responsibilities and their relationship to the University's business objectives, policies, and procedures.

<b>10. LEADERSHIP ABILITY</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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If applicable, evaluate the employee's leadership ability, including the ability to motivate others and maintain good employee morale.

**OVERALL PERFORMANCE EVALUATION**

EVALUATE THE EMPLOYEE ON AN OVERALL BASIS, TAKING INTO ACCOUNT THE EVALUATIONS FOR THE ABOVE ATTRIBUTES AS WELL AS OTHER CONSIDERATIONS.						
	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	

**PERFORMANCE IMPROVEMENT**

<b>1. Indicate areas in need of improvement and suggested action to be taken.</b>
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<b>2. Employee's comments:</b>
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**Additional Comments:**

Employee Signature \_\_\_\_\_ Date