

Austin Peay State University

**Form 1 – Employee Performance Review**

To be filled out by all supervisors

**Employee Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Review Period:** \_\_\_\_\_

**Evaluator's Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Before you begin, read the following instructions. They will tell you which forms to use in the evaluation process and how to use them.**

**1.) Instructions for each Employee:**

- Your supervisor will fill out “Form 1- Employee Performance Review” on your performance. You will have an opportunity to review the form and make comments before you sign it.
- Fill out “Form 2-Supervisor Development Feedback” on your immediate supervisor and submit the form to your next level supervisor.

**2.) Instructions for each Supervisor:**

- Fill out “Form 1-Employee Performance Review” for each employee who directly reports to you.
- Read “Form 1” in its entirety before you complete it. Each section of the form (parts A, B, C, and D gives clear direction about who should fill out the section and how to complete it.
- Give a copy of “Form 2-Supervisor Development Feedback” to each employee who directly reports to you and instruct him or her to submit the form to your supervisor.

**3.) Instructions for Supervisors who are evaluating a supervisor (your direct report is a supervisor):**

- Follow the instructions for #2 above and also do the following:
- Collect all copies of “Form 2-Supervisor Development Feedback” from each of the employees who directly report to the supervisor you are evaluating.
- Transfer the scores from Form 2 to the appropriate columns in “Form 3-Supervisor Development Summary.” Fill out the remainder of Form 3. See Form 3 for instructions.
- Calculate the “Final Evaluation Score” required on page 4 of “Form 1.” Note that you **MUST** fill out “Form 3” completely before you can complete page 4 of “Form 1.”
- **NOTE:** All averages should be rounded to one decimal place.

**FORM A- Performance Items – To be filled out by all Supervisors**

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**How to Rate Each Performance Item**

The evaluation process assumes the normal rating for each item in the performance review is Meets Expectations. A statement about the employee’s performance is provided for each item. If the statement adequately describes the employee’s performance, place a “2” in the Meets Expectations column for that item. If the employee exceeds to meet any descriptive statement, place a “1” or “3” in the appropriate column.

**Definition of Performance Ratings**

For each item listed, place a 1, 2, or 3 in the box that best describes the employee’s performance.

3=STRENGTH Extraordinary, unique performance of unusually high quality. Consistently exceeds the normal standards, exceptional performance.

2=MEETS EXPECTATIONS Performance consistently meets the normal standards and job requirements.

1=IMPROVEMENT OPPORTUNITY Performance does not meet minimum requirements, inadequate performance.

N/A=NOT APPLICABLE

	3 (S)	2 (M)	1 (I)	N/A
<b>1. TIME MANAGEMENT</b>				
a. Meets or exceeds attendance and punctuality standards required for position				
b. Communicates in a timely manner with supervisor regarding absences				
c. Attends scheduled meeting on time				
d. Uses time efficiently				
e. Completes assignments on time				
f. Plans and organizes effectively to achieve established goals				
<b>2. JOB PERFORMANCE/JOB KNOWLEDGE</b>				
a. Produces quality work				
b. Follows policies and procedures				
c. Uses resources appropriately				
d. Provides quality customer care				
e. Works well independently and without supervision				
f. Possesses sufficient skills and knowledge to perform job				
<b>3. INITIATIVE/JUDGMENT</b>				
a. Applies logical thinking to problem-solving and decision-making				
b. Anticipates job needs and makes suggestions for improvement				
c. Adjusts well to new and progressive ideas				
d. Adapts to necessary changes willingly				
<b>4. INTERPERSONAL SKILLS</b>				
a. Works collaboratively to improve service and productivity				
b. Interacts with others respectfully/professionally				
c. Maintains composure and self-control in difficult situations				
<b>5. COMMUNICATION SKILLS</b>				
a. Communicates effectively				
b. Practices professional phone/e-mail etiquette				
c. Provides professional and accurate information				
d. Keeps supervisor informed				
e. Maintains confidentiality				
<b>6. PROFESSIONAL/PERSONAL DEVELOPMENT</b>				
a. Accepts new assignments that are broadening and challenging				
b. Pursues educational/learning opportunities				
c. Accepts and uses feedback from supervisors, peers and subordinates				
<b>7. EQUAL OPPORTUNITY/DIVERSITY</b>				
a. Promotes an environment free from conduct that violates the rights of others				
b. Helps achieve and supports EEO, AA, and diversity objectives				
<b>8. LEADERSHIP/SUPERVISORY SKILLS</b>				
a. Provides effective Leadership to student workers				
<b>Totals:</b>				

**PART B – To be filled out by the Supervisor**

Explain any performance items rated as “Strength” and “Improvement Opportunity”:

Review with immediate supervisor must be completed prior to discussing appraisal with employee.

**PART C – To Supervisors: this section is to be completed by the person being evaluated only AFTER Form 1 has been reviewed and signed by your immediate supervisor.**

**JOB DESCRIPTION**

1) I given the opportunity to review and discuss my current job description.

\_\_\_\_\_ YES    \_\_\_\_\_ NO

2) I was given the opportunity to discuss the duties and responsibilities on which I will be rated during the next evaluation cycle.

\_\_\_\_\_ YES    \_\_\_\_\_ NO

3) If any changes to the job description were identified during the discussion in question #2 above, I understand that they will be sent to Human Resources by my evaluator and that I will receive a copy of the job description once it has been revised.

\_\_\_\_\_ YES    \_\_\_\_\_ NO

**Employee Comments** (attach additional paper if necessary):

**PART D – To be filled out by the Supervisor.**

**How to calculate an AVERAGE score for the Employee Performance Review (on page 2 of this Form)**

- 1) Transfer the three scores from page 2 of this form to these boxes and then add the scores:                    +            +            =
- 2) Divide the Total by the number of Performance items rated to get an Average=\_\_\_\_\_ (A)  
Be sure to divide **ONLY** by the number of Performance Items included in the responses. If any were N/A, **DO NOT** include them.

**Note to all Supervisors:** The above step is the final step in the scoring process for evaluating all employees (direct reports) who are **Not** supervisors. For employees you are evaluating who are also supervisors, continue the scoring process in the next step below.

**How to calculate the Final Evaluation Score for supervisors.**

**Complete this section only if the person you are evaluating is a supervisor. Before completing this section, you must first fill out “Form 3 – Supervisor Development Summary.”**

AVERAGE from Employee Performance Review (above) \_\_\_\_\_ (A)

OVERALL AVERAGE from Form 3 – Supervisor Development Summary (see instructions on page 2 of Form 3) \_\_\_\_\_ (B)

**FINAL EVALUATION SCORE** \_\_\_\_\_ (C)

**Signatures:**

Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

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

Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_

Vice President \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s signature below indicates that the performance review has been discussed with the employee, but does not mean that the employee agrees with the review. The employee may prepare a response if he/she is not satisfied that the supervisor is accurate in performance documentation on the review. The response should be submitted to the employee’s supervisor or the Human Resources Office within one week of completion of the annual performance review for placement in the employee’s permanent file.

**Employee’s Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note to all Supervisors:** Completed form 1 should be submitted to HR.