

SECTION II PERFORMANCE CHARACTERISTICS

Rate each performance characteristic by writing the number from the scale below in the space that corresponds with the level you feel best describes the employee's observed behavior in the performance of his/her job.

2 - Meets the behavior standards required for the job.

1 - Below the behavior standards required for the job.

() ATTITUDE — The employee's demonstrated feeling toward the job, fellow employees, the supervisor, the department and the University.

() ATTENDANCE — On the job attendance and punctuality.

() APPEARANCE — Overall appearance of the employee considering the nature of the work performed.

() DEPENDABILITY — The employee's faithfulness and willingness to perform the duties of the job.

Briefly explain how the employee may improve performance characteristics as related to the performance of his/her job.

SECTION III OVERALL APPRAISAL

Based on the review of the employee's overall performance During this review period, I would rate this employee as:

This overall rating must be out of the three statements listed below:

_____ **Type or Write in Overall Rating which reflects an overall Composite.**

- Exceeds Performance Standards**
- Achieves Performance Standards**
- Below Performance Standards**

A performance appraisal will not be removed or changed after filling in the employee's personnel file; however, a special review may be made at any time.

Any performance appraisal with an overall rating other than "Achieves Performance Standards" must be explained in detail below or attached. Specific examples of how the employee exceeded or was below the performance standards for the position shall be provided.

SECTION IV.

Signature of Rater

Title

Date

Reviewed by Higher Level Supervisor

Title

Date

I acknowledge that I have been provided a copy of this appraisal and that I have been given an opportunity to discuss it with the rater.

Signature of Employee

Date

Employee's comments: _____

Original copy to be returned to the Personnel Department for placement in employee's personnel file. One copy is to remain in - department. One copy is to be given to the employee.