 Performance Appraisal Form

**Directions:** Employee fills out all sections highlighted in yellow through page 8 and emails form to supervisor to fill out sections highlighted in blue. Supervisor prints a copy for the in-person meeting to review appraisal. Employee and supervisor complete page 9 by hand, sign and date. Supervisor scans and emails to humanres@messiah.edu or returns to HR via campus mail. For longer comments that extend beyond visible box, please use page 10.

**EMPLOYEE** First and Last Name: Click to type here

**EMPLOYEE** Position Title: Click to type here

**SUPERVISOR** First and Last Name: Click to type here

Date: Click or tap to enter a date.

**Employee Ratings**

Ratings Definitions:

|  |  |
| --- | --- |
| 3: Exceptional | Reserved for elements of unique strength.  The employee's performance far exceeds all goals and expectations.  This is a particular skill or strength of the employee that should be leveraged for professional growth and greater responsibility. |
| 2: Proficient | Employee is proficient and successful in the role.  Performance standards are met or exceeded and the employee contributes in a meaningful and valued manner. |
| 1: Inconsistent/Needs Improvement | Employee is making progress in learning key aspects of the position. Performance meets some, but is inconsistent in meeting all performance objectives and expectations. Improvement and/or growth needed. |

|  |  |  |
| --- | --- | --- |
| Evaluation Area: | Employee Rating:(Select One) | Employee Comments:(required for ratings of 1 or 3) |
| **Functional Knowledge & Skills**- solid grasp of knowledge relevant to position- stays abreast of developments in discipline or specialty area- applies best practices in discipline | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Delivered Results**- uses time efficiently to complete assignments- is receptive to and implements suggestions for improvement- quantity of work completed successfully meets expectations- results consistently reflect commitment to accuracy, quality | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Problem Solving**- recognizes issues and initiates actions needed to resolve problems- makes informed decisions- develops creative and cost effective solutions- uses latest technology to improve operations and overcome problems | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Student/Campus Partner Focus**- listens to, and addresses needs and concerns of students/campus partners- keeps students/campus partners fully informed- delivers on service commitments- identifies new efficiencies and opportunities | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Communication**- communicates in a clear and concise manner and tone- communicates complex information in user-friendly terms- shares pertinent information with others in a timely manner- participates productively in meetings | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Professional Conduct**- maintains appropriate confidentiality- welcomes new assignments- follows uniform dress code, when asked- is prompt and reliable in daily attendance and appointments- always prepared; fully accepts responsibility for deadlines- complies with all safety recommendations and requirements- works harmoniously and effectively with others- listens to, considers ideas from others- exhibits strong commitment to University's mission and values | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Cultural Intelligence(1) and Inclusive Excellence(2)**- Contributes to a positive environment for everyone and avoidsbehaviors that exclude or demoralize- Demonstrates genuine respect for people from diverse cultural groups- Values the differences that exist between individuals and groups andis fully aware of interaction between cultures- Seeks to understand and foster a sense of belonging for people fromdiverse cultural backgrounds | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Operations Values**- Models the values of Compassion, Integrity, Hospitality, Communication, Stewardship and Commitment in work and interaction with others. | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| *(1) Cultural Intelligence (CQ):  “CQ can be understood as the capability to relate and work effectively across cultures.”(2) Inclusive Excellence: An “active, intentional, ongoing engagement with diversity in interpersonal relationships, in the curriculum, in the co-curriculum, and in the communities with which students, staff, and faculty connect.” In the context of Messiah University, inclusive excellence incorporates the work of social justice and reconciliation.* |

**Supervisor Ratings**

Ratings Definitions:

|  |  |
| --- | --- |
| 3: Exceptional | Reserved for elements of unique strength.  The employee's performance far exceeds all goals and expectations.  This is a particular skill or strength of the employee that should be leveraged for professional growth and greater responsibility. |
| 2: Proficient | Employee is proficient and successful in the role.  Performance standards are met or exceeded and the employee contributes in a meaningful and valued manner. |
| 1: Inconsistent/Needs Improvement | Employee is making progress in learning key aspects of the position. Performance meets some, but is inconsistent in meeting all performance objectives and expectations. Improvement and/or growth needed. |

|  |  |  |
| --- | --- | --- |
| Evaluation Area: | Supervisor Rating:(Select One) | Supervisor Comments:(required for ratings of 1 or 3) |
| **Functional Knowledge & Skills**- solid grasp of knowledge relevant to position- stays abreast of developments in discipline or specialty area- applies best practices in discipline | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Specific Job Duties & Comments**Click here to enter duties/comments | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Delivered Results**- uses time efficiently to complete assignments- is receptive to and implements suggestions for improvement- quantity of work completed successfully meets expectations- results consistently reflect commitment to accuracy, quality | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Problem Solving**- recognizes issues and initiates actions needed to resolve problems- makes informed decisions- develops creative and cost effective solutions- uses latest technology to improve operations and overcome problems | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Student/Campus Partner Focus**- listens to, and addresses needs and concerns of students/campus partners- keeps students/campus partners fully informed- delivers on service commitments- identifies new efficiencies and opportunities | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Communication**- communicates in a clear and concise manner and tone- communicates complex information in user-friendly terms- shares pertinent information with others in a timely manner- participates productively in meetings | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
| **Professional Conduct**- maintains appropriate confidentiality- welcomes new assignments- follows uniform dress code, when asked- is prompt and reliable in daily attendance and appointments- always prepared; fully accepts responsibility for deadlines- complies with all safety recommendations and requirements- works harmoniously and effectively with others- listens to, considers ideas from others- exhibits strong commitment to University's mission and values | [ ]  3 [ ]  2[ ]  1 | Click here to enter comments |
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| *(1) Cultural Intelligence (CQ):  “CQ can be understood as the capability to relate and work effectively across cultures.”(2) Inclusive Excellence: An “active, intentional, ongoing engagement with diversity in interpersonal relationships, in the curriculum, in the co-curriculum, and in the communities with which students, staff, and faculty connect.” In the context of Messiah University, inclusive excellence incorporates the work of social justice and reconciliation.* |

**Employee/Supervisor Summary**

Employee Summary Comments:

|  |
| --- |
| Click here to enter comments |

Supervisor Summary:

|  |
| --- |
| Employee’s Areas of Strength |
| 1 | Click here to type |
| 2 | Click here to type |
| 3 | Click here to type |
| Areas for Growth or Improvement |
| 1 | Click here to type |
| 2 | Click here to type |
| 3 | Click here to type |
| Please focus on the following for next year: |
| Click here to type |
| Evaluation of overall performance during past 12 months: (select one) |
| [ ]  Exceptional[ ]  Proficient[ ]  Needs Improvement |

Professional Development Plan:

|  |
| --- |
| 1. Based upon the goals and objectives of your department, what do you see as your goals for the next 12 months?  How do you plan to accomplish them? |
| Employee Comments: | Supervisor Comments: |
| Click here to enter comments | Click here to enter comments |
| 2. How can your supervisor or the University better provide support or resources to help you be more effective in your role? |
| Employee Comments: | Supervisor Comments: |
| Click here to enter comments | Click here to enter comments |
| 3. Please indicate any other issues you would like to discuss. |
| Employee Comments: | Supervisor Comments: |
| Click here to enter comments | Click here to enter comments |



**STOP!** Return form to supervisor at this point.

The following section is to be completed at the final appraisal meeting.

**Appraisal Review Meeting:** (Please print entire review and complete this page at the appraisal review meeting.)

Supervisor has reviewed and, if necessary, updated the position description in PeopleAdmin (check when complete): [ ]

Supervisor has reviewed the position description for this position with employee: [ ]

Date of appraisal review meeting between supervisor and employee: Type here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Post-Meeting Supervisor Comments:

|  |
| --- |
| Click here to enter comments |

Final Post-Meeting Employee Comments:

|  |
| --- |
| Click here to enter comments |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Type here\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Type here\_\_\_\_\_\_\_\_\_\_\_\_\_

Space for additional comments from review pages 1-8:

|  |
| --- |
| Click here to type |