

THE RESEARCH FOUNDATION FOR SUNY
EMPLOYEE PERFORMANCE APPRAISAL

July 1, 20__ THROUGH June 30, 20__

NAME: _____

TITLE: _____

DATE COMPLETED: _____

I. Performance Summary: Evaluate the performance during the appraisal period. Identify how the employee meets specific goals.

a. Knowledge of the job: The extent to which the scope and technical requirements of the position are understood.

b. Ability to Adapt: The extent to which problems are recognized, ideas are grasped and methods are adopted to meet changing conditions as they arise.

c. Quality of Workmanship: The extent to which the work required can be relied on as to care and accuracy of accomplishment.

d. Decision Making: The extent to which consideration is given to all facts; consequences are adequately assessed and decisions are made in non-routine matters.

II. Job Related Factors: Evaluate the strengths and areas of improvement affecting an employee's performance in the areas below:

a. Priorities and Judgment: The extent to which priorities are set consistent with department objectives.

b. Communication and Relationships: The extent to which productive relationships are established and maintained with coworkers or the public in performance of the job.

c. Dependability: The extent to which assignments are completed on schedule without loss of quality.

III. Summary Characterization

_____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

IV. Employee Comments:

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____