

# ABILENE CHRISTIAN UNIVERSITY

## ANNUAL PERFORMANCE APPRAISAL

### Employee

#### PROCEDURES

1. The employee and supervisor reach agreement on specific performance objectives or position responsibilities to be used in the boxes of Section I. These should be pre-stated responsibilities outlined in the employee's job description, goals listed in 5-year plan, or other mutually agreed upon objectives.
2. Both employee and supervisor complete their respective form. Each will give the numeric rating that best describes performance, which corresponds with the written descriptions below.
  - X A score of **3** requires no explanation, although examples may be provided where appropriate.
  - X An example is helpful for scores of **1, 2, 4, or 5**.
3. The employee and supervisor discuss the scores in the evaluation interview and add comments as appropriate. Each signs the form.

#### DEFINITION OF RATINGS:

**EXCEPTIONAL (5)** - The employee regularly meets and **FREQUENTLY EXCEEDS** the required level of performance. Consistently exceeds position requirements even on some of the more difficult and complex parts of the job.

**ABOVE AVERAGE (4)** - The employee regularly meets and **OCCASIONALLY EXCEEDS** the required level of performance. Initiates and completes other projects in addition to objectives.

**SATISFACTORY (3)** - The employee **REGULARLY MEETS** the required level of performance. Satisfactorily performs all important job skills and objectives.

**BELOW AVERAGE (2)** - The employee **OCCASIONALLY FAILS** to meet the required level of performance. However performance does indicate that with guidance and training improvements may be achieved.

**UNSATISFACTORY (1)** - The employee **FREQUENTLY FAILS** to meet the required level of performance. There is a definite lack of ability and/or willingness.

# Employee's Evaluation

Employee:	Date of Evaluation:
Title:	Department:
Employee ID:	Supervisor:

## 1. PERFORMANCE OF BASIC RESPONSIBILITIES

- A. Job Performance Satisfaction  
 How do I rate the quality of my work? Do I contribute my best in executing a project? Do I meet or exceed the job responsibilities and duties as outlined in my job description?

**Position Responsibilities/Performance Objectives:** List major responsibilities or objectives as agreed upon with supervisor or from job description and evaluate results.

**Rating**

\_\_\_\_\_

**Responsibility/Objective:**

Results:

Special factor and other comments:

\_\_\_\_\_

**Responsibility/Objective:**

Results:

Special factor and other comments:

\_\_\_\_\_

**Responsibility/Objective:**

Results:

Special factor and other comments:

\_\_\_\_\_

**Responsibility/Objective:**

Results:

Special factor and other comments:

\_\_\_\_\_

**Responsibility/Objective:**

Results:

Special factor and other comments:

\_\_\_\_\_ Average Rating

## 2. PERFORMANCE: CONTRIBUTION TO THE ACU MISSION, VALUES and PRINCIPLES

### Integrity

#### Rating

#### *Attitude*

To what extent do I have positive attitudes toward personal, departmental, and organizational goals? Do I like to come to work? Am I thoughtful and considerate toward ACU students and employees? Do I work to promote better attitudes? Do I demonstrate organizational loyalty?

\_\_\_\_\_ Examples (if necessary)

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#### *Attendance and Timeliness*

Do I contribute to the team by being present and on time for work? Do I realize the inconvenience and hardship caused by my absence or tardiness?

\_\_\_\_\_ Examples (if necessary)

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### Service

#### *Communication*

To what extent do I keep others informed to prevent problems from occurring? Do I work to promote communication between departments? Do I speak up at meetings and let my opinions and feelings be known?

\_\_\_\_\_ Examples (if necessary)

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#### *Willingness to Work Together*

To what extent am I willing to share the responsibility of getting the work done? Do I voluntarily assist others to obtain results? Do I demonstrate a desire to accomplish department goals? Do I work toward a smooth flow of information throughout the organization?

\_\_\_\_\_ Examples (if necessary)

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### Stewardship

#### *Effectiveness*

To what extent do I perform the job in an effective manner? Do I strive to work smarter? To work more productively with fewer errors? To complete the job functions in a timely manner, eliminating overtime or extra hours when possible? To reduce waste?

\_\_\_\_\_ Examples (if necessary)

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**Involvement**

*Responsibility*

To what extent do I take responsibility for my own job? Accept a challenge? Willingly take on or look for additional responsibilities? Work independently of supervision? Do I seek information about ACU and/or other topics relevant to my role at ACU?

\_\_\_\_\_ Examples (if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

*Improving Work/Problem Solving*

To what extent do I contribute to solving or preventing problems? Do I anticipate problem situations and try to avoid them? To what extent have I offered ideas and suggestions for improvements?

\_\_\_\_\_ Examples (if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

*Contributions to Groups*

How would I rate my contribution to the department=s performance? Am I aware of department goals? Do I contribute to a team? Do I keep an open line of communication?

\_\_\_\_\_ Examples (if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

**Excellence**

*Quality Image*

To what extent have I displayed a high-quality image in appearance, use of the English language, and working environment?

\_\_\_\_\_ Examples (if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

*Learning*

To what extent am I actively involved in lifelong learning, willing to accept new challenges, and able to positively manage change?

\_\_\_\_\_ Examples (if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

Do I improve my performance by applying what has been learned?

\_\_\_\_\_ Examples (if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Average Rating** (total divided by 11)

### 3. PROFESSIONAL TRAINING AND DEVELOPMENT

Since last review I have earned \_\_\_\_\_ hours of professional development training.

Attach documentation for additional training that is not reflected on Professional Development Log. Indicated below are development needs and specific training/development actions which will help me perform better in my current position.

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Exempt Staff: Recommended Instructional Hours = 33 - 41  
(41 or more hours = 5, 31-40 hours = 4, 21-30 hours = 3, 11-20 hours = 2, 1-10 hours = 1, 0 hours = 0)

Nonexempt Staff Recommended Instructional Hours = 21 - 26  
(26 or more hours = 5, 20-25 hours = 4, 14-19 hours = 3, 8-13 hours = 2, 1-7 hours = 1, 0 hours = 0)

\_\_\_\_\_  
Rating

#### SUMMARY OF SCORES

Calculate score by each section, working across steps in succession.

#### EXAMPLE

Section	Average Rating	Multiply by	Result
Section II	4	0.4	1.6

#### ACTUAL CALCULATION

Section	Average Rating	Multiply by	Result
Section I		0.4	
Section II		0.4	
Section III Rating		0.2	

Add the three numbers in the AResult@ column to determine overall rating.

**Employee Rating \_\_\_\_\_**

# PERFORMANCE OBJECTIVES FOR NEXT YEAR

**Employee Name:**

1. Position Responsibilities/Performance Objectives: List major responsibilities or objectives as agreed upon with employee or from job description that will be used to evaluate performance at the next annual appraisal. Supervisor or employee may keep this in their files to be reviewed next year.

**Responsibility/Objective:**

Expected Results:

Special factor and other comments:

**Responsibility/Objective:**

Expected Results:

Special factor and other comments:

**Responsibility/Objective:**

Expected Results:

Special factor and other comments:

**Responsibility/Objective:**

Expected Results:

Special factor and other comments:

**Responsibility/Objective:**

Expected Results:

Special factor and other comments:

2. Additional Training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature                      \*\*/ /99  
Date

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