

# ABILENE CHRISTIAN UNIVERSITY

## ANNUAL PERFORMANCE APPRAISAL

### *Supervisor's Evaluation*

Employee:	Date of Evaluation:
Title:	Department:
Supervisor:	Supervisor's Banner ID:

**1. PERFORMANCE OF BASIC RESPONSIBILITIES**

A. Job Performance Satisfaction

How do I rate the quality of his or her work? Does employee contribute his or her best in executing a project? Does employee meet or exceed the job responsibilities and duties as outlined in his or her 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 factors and other comments:

\_\_\_\_\_

**Responsibility/Objective:**  
Results:  
Special factors and other comments:

\_\_\_\_\_

**Responsibility/Objective:**  
Results:  
Special factors and other comments:

\_\_\_\_\_

**Responsibility/Objective:**  
Results:  
Special factors and other comments:

\_\_\_\_\_

**Responsibility/Objective:**  
Results:  
Special factors and other comments:

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

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

**Integrity**

Rating

*Attitude*

To what extent does employee have positive attitudes toward personal, departmental, and organizational goals. Does employee like to come to work? Is he or she thoughtful and considerate toward ACU students and employees? Does he or she work to promote better attitudes? Does he or she demonstrate organizational loyalty?

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

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*Attendance and Timeliness*

Does employee contribute to the team by being present and on time for work? Does employee realize the inconvenience and hardship caused by his or her absence or tardiness?

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

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**Service**

*Communication*

To what extent does employee keep others informed to prevent problems from occurring? Does he or she work to promote communication between departments? Does he or she speak up at meetings and let his or her opinions and feelings be known?

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

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*Willingness to Work Together*

To what extent is employee willing to share the responsibility of getting the work done? Does he or she voluntarily assist others to obtain results? Does he or she demonstrate a desire to accomplish department goals? Does he or she work toward a smooth flow of information throughout the organization?

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

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**Stewardship**

*Effectiveness*

To what extent does he or she perform the job in an effective manner? Does he or she 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 does he or she take responsibility for my own job? Accept a challenge? Willingly take on or look for additional responsibilities? Work independently of supervision? Does employee seek information about ACU and/or other topics relevant to his or her role at ACU?

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

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***Improving Work/Problem Solving***

To what extent has employee contributed to solving or preventing problems? Does he or she anticipate problem situations and try to avoid them? To what extent has employee offered ideas and suggestions for improvements?

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

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***Contributions to Groups***

How would you rate employee 's contribution to the department 's performance? Is he or she aware of department goals? Does he or she contribute to a team? Does he or she keep an open line of communication?

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

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**Excellence**

***Quality Image***

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

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

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***Learning***

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

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

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Does employee improve performance by applying what has been learned?

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

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

### 3. PROFESSIONAL TRAINING AND DEVELOPMENT

Since last review this employee has earned \_\_\_\_\_ hours of professional development training.

I have attached documentation for additional training that is not reflected on Professional Development Log. Here are development needs and specific training/development actions which will help the employee perform better in his or her current position.

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 2	4	0.4	1.6

ACTUAL CALCULATION

Section	Average Rating	Multiply by	Result
Section 1		0.4	
Section 2		0.4	
Section 3 Rating		0.2	

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

Supervisor Rating \_\_\_\_\_

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

Employee Comments:

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Supervisor Comments:

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Supervisor's Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

# 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 factors and other comments:

### **Responsibility/Objective:**

Expected Results:

Special factors and other comments:

### **Responsibility/Objective:**

Expected Results:

Special factors and other comments:

### **Responsibility/Objective:**

Expected Results:

Special factors and other comments:

### **Responsibility/Objective:**

Expected Results:

Special factors and other comments:

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

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

\_\_\_\_\_  
Supervisor Signature                      Date

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