



PRINCETON UNIVERSITY

STAFF PERFORMANCE APPRAISAL FORM A

The purpose of this appraisal form is to provide a written record for the staff member and his or her supervisor on the nature of the former's job and his or her performance in it. Supervisors are urged to be frank in their evaluations both for the benefit of the staff member and for the accuracy of this appraisal record. This appraisal will become a part of the staff member's personnel file.

Staff Member

Job Title

Department/office

Supervisor

Appraisal Period

Date of Appraisal Discussion

Sections I and II are to be completed by the supervisor prior to the discussion.

I. **MAJOR RESPONSIBILITIES:** List the major responsibilities of the staff member's position in approximate order of importance.

II. **SUPERVISOR COMMENTS:** Briefly describe the staff member's performance of specific job responsibilities. Comment on accomplishments and contributions to your organization and the ability to meet or achieve goals and objectives. Based upon your discussion with the staff member, specify how any improvement might be made and/or identify any developmental or training opportunities.

SUPERVISOR (sign and give form to staff member)

Date

III. **STAFF MEMBER COMMENTS:** This section is used to comment in support of or in disagreement with the performance assessment recorded on this form. Note other relevant aspects of your job or performance.

IV. **STAFF MEMBER'S SIGNATURE:** Sign and return form to your supervisor within 48 hours of its receipt.

Date

V. **REVIEWER'S SIGNATURE:** The signature of the rater's supervisor indicates that he or she has read the completed Staff Performance Appraisal.

Date