



# PRINCETON UNIVERSITY

## PULA STAFF PERFORMANCE APPRAISAL

CONFIDENTIAL

FORM B

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 evaluation 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 permanent employment record.

Staff Member	Job Title	Department/Office
Supervisor	Appraisal Period	Date of Appraisal

Section I is to be complete by the staff member being evaluated.

I. MAJOR RESPONSIBILITIES List the major responsibilities of your position and new tasks this year in approximate order of importance. After you complete this section, forward this form to your supervisor.

Sections II, III and IV are to be completed by the Supervisor.

II. SUPERVISOR'S REVIEW OF RESPONSIBILITIES Review the above list of major responsibilities and note your concurrence or comment on any additions, deletions or changes in priority that you feel are appropriate.

III. **PERFORMANCE FACTOR RATINGS** Using the following definitions check the box that most closely describes the staff member's performance for each of the required performance factors. Any area rated Unsatisfactory should be justified with a comment in Section VII

**HIGHLY EFFECTIVE:** Most performance objectives exceed expectations. Projects and objectives are completed in a manner that expands the scope and impact of the assignment and increases the impact on the business. The employee is viewed as having made notable contributions to the department.

**EFFECTIVE:** Performance is competent and effective along established expectations, initiative, resourcefulness and good judgment are consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department.

**IMPROVEMENT REQUIRED:** Performance falls below expectations on one or two job requirements and responsibilities. A performance improvement plan should be created.

**UNSATISFACTORY:** Performance falls below expectations on several critical job requirements and responsibilities. Without significant improvement reassignment or separation are indicated. A performance improvement plan must be in place.

**NOT APPLICABLE (N/A):** This factor is not measurable for this position

Factors 1 – 6 are to be completed for all biweekly and monthly paid non-faculty staff.

<u>Performance Factor</u>	HIGHLY EFFECTIVE	EFFECTIVE	IMPROVEMENT REQUIRED	UNSATISFACTORY	N/A
1. <b>QUALITY OF WORK</b> Consider accuracy, thoroughness, effectiveness.	<input type="checkbox"/>				
2. <b>FLEXIBILITY</b> Consider performance under pressure and handling of multiple assignments.	<input type="checkbox"/>				
3. <b>INITIATIVE</b> Consider the extent to which the employee sets own constructive work practice and recommends and creates own procedures.	<input type="checkbox"/>				
4. <b>DEPENDABILITY</b> Consider the extent to which the employee completes assignments on time and carries out instructions.	<input type="checkbox"/>				
5. <b>INTERPERSONAL RELATIONS</b> Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with supervisors, subordinates, peers, faculty, students and others.	<input type="checkbox"/>				
6. <b>RESPONSIVENESS TO FEEDBACK</b> Consider the extent to which the employee acts on feedback and makes adjustments.	<input type="checkbox"/>				

IV. Summary of Staff Development/training activities attended during the rating period. Projected staff development and training needs for the next rating period. [To be completed by supervisor]

V. OVERALL ASSESSMENT OF PERFORMANCE

Using the following definitions check the box that most closely describes the staff member's performance.

**HIGHLY EFFECTIVE PERFORMANCE:** Most performance objectives exceed expectations. Projects and objectives are completed in a manner that expands the scope and impact of the assignment and increases the impact on the business. The employee is viewed as having made notable contributions to the department.

**EFFECTIVE PERFORMANCE:** Performance is competent and effective along established expectations, initiative, resourcefulness and good judgment are consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department.

**REQUIRES IMPROVEMENT:** Performance falls below expectations on one or two job requirements and responsibilities. A performance improvement plan should be created.

**UNSATISFACTORY PERFORMANCE:** Performance falls below expectations on several critical job requirements and responsibilities. Without significant improvement reassignment or separation are indicated. A performance improvement plan must be in place.

<input type="checkbox"/>	Highly Effective Performance
<input type="checkbox"/>	Effective Performance
<input type="checkbox"/>	Requires Improvement – A performance improvement plan should be established
<input type="checkbox"/>	Unsatisfactory Performance- A performance improvement plan <u>is Required</u>

VI. SUPERVISOR COMMENTS Use this section to summarize strengths and weaknesses and to comment on the employee's overall performance for the rating period

**Supervisor:** *sign and give form to reviewer prior to presenting to staff member*

Date

**Reviewer:** *sign and return form to supervisor*

Date

VII. STAFF MEMBER COMMENTS This section may be used to comment in support for or disagreement with appraisal and observations recorded on this form

**Staff Member:** *sign and return form to your supervisor within 48 hours of receipt*

Date

(Your signature on this form does not mean you agree or disagree with the rating it simply means you've read the form)

*Return form to rating supervisor.*