 CSUSM CORPORATION ANNUAL PERFORMANCE APPRAISAL

Employee Information

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| --- | --- | --- | --- |
| Employee Name: | Employee Name | Date Started in Position: | Click or tap to enter a date. |
| Department or Project Name: | Department or Project Name | Supervisor: | Supervisor |
| Appraised From: | Click or tap to enter a date. | Appraised To: | Click or tap to enter a date. |

**Be sure to ask the employee to complete the "Self Evaluation" prior to the performance appraisal meeting!**

RATING GUIDE:

5 Exceptional - Performance demonstrates superior performance and effectiveness in carrying out assigned responsibilities.

4 Exceeds Expectations - Performance exceeds requirements of position. Results achieved are often beyond expectations.

3 Meets Expectations - Fully satisfactory and dependable level of performance. Results are what is expected of competent employees.

2 Needs Improvement - Performance is below normal expectations. Performance periodically falls short of acceptable standards.

1 Unsatisfactory - Consistently performs below adequate level. Failing to meet requirements and needs immediate improvement.

1. COMPETENCIES - What are Compentencies?

Competencies are the basic abilities (skills, knowledge, and behavioral indicators) employees must have in order to perform their role within the organization successfully. They are observable, measurable, and critical to the success of the indiviual's and the organization's performance.

Include comments and provide employee supporting information for ratings selected.

## PERSONAL EFFECTIVENESS

Quality, Quantity, Timeliness of Work - Able to provide neat, accurate, and thorough quality work, in a timely manner, at an appropriate level based on understanding gained through experience, education, and training. Adheres to policies, procedures, and remains current with work-related developments. Cooperates with changing demands, priorities, directions, and personalities. Follows safety rules and helps to maintain a safe work environment.

| CommentsClick to Enter Comments for Personal Effectiveness | Rating (1-5): 0 |
| --- | --- |
| CONTINUOUS IMPROVEMENT |  |
| Displays an ongoing commitment to learning and self-improvement. Is willing to learn and apply new techniques. Looks for better ways to perform routine aspects of the job. Asks for and uses feedback to improve performance. Shows initiative in seeking out and accepting new or additional responsibilities. Sees failure as an opportunity to learn from past results, and continues to learn and grow. |
| CommentsClick to Enter Comments for Continuous Improvement | Rating (1-5):  0 |
| COMMUNICATIONIs able to comprehend and convey ideas well, both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills. Communicates in a positive way with supervisors and co-workers. Diplomatically handles challenging or tense interpersonal situations. |
| CommentsAnd another comment | Rating (1-5): 0 |
| RESPECT AND COLLABORATION |  |
| Shows respect for the contributions of all members of the campus community and is committed to serving a diverse population. Earns others' trust and respect through consistent, honest, and professional interactions. Builds constructive working relationships within a team environment characterized by a high level of acceptance, cooperation, and mutual respect in order to achieve goals and deliverables. |

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| CommentsComment one of many | Rating (1-5):0 |

1. List three (3) goals or areas of major responsibilities and tasks assigned to this employee during the appraisal period. Then, rate the employee's performance in each responsibility.

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| List three (3) goals or areas of major responsibilities and tasks assigned |

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| Comments: |
| (Must be completed for each task listed) |

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| Rating (1-5) |
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| Click or tap here to enter text. | Click or tap here to enter text. | 0 |
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Please check this box to calculate the average rating [ ]

|  |
| --- |
| **Average Rating:** **0.00** |
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| 4.50 to 5.00 - Superior Performance |

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| 3.00 to 3.74 - Satisfactory Performance |

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|  3.75 to 4.49 - Exceeds Requirements |

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| Below 3.00 - Below Expectations |

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| 1. Goals and Overall Performance Comments: Please indicate 2 or 3 performance goals for the next appraisal period.

Comments and/or Goals (Please determine measurable goals that benefit the organization and help develop the employee professionally): |
| Click or tap here to enter text. |

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| 1. Employee Comments - This section may be used to provide feedback to your supervisor on what can be done to assist you in performing your job. For example, you could address training or equipment needs, safety issues, improvements to policies and/or procedures, etc.

Employee Comments (Optional): |
| Click or tap here to enter text. |

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This performance evaluation has been completed to assist you in your job performance and development. Your signature does not necessarily imply that you agree with the comments or ratings, but that your supervisor has reviewed the document with you.

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Higher Level Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_