

**Illinois State University
Office of Human Resources
Exempt Civil Service Employee Performance Appraisal and Development Review**

Name: _____ **Period Covered:** _____
Classification: _____ **Department:** _____
UID #: _____

I. MAJOR RESPONSIBILITIES OF THIS POSITION

II. MAJOR ACCOMPLISHMENTS DURING THIS RATING PERIOD

III. PERFORMANCE FACTORS

JOB KNOWLEDGE: To what extent is this person up-to-date on the body of knowledge appropriate to his/her job? Is he/she current on existing policies and procedures?

QUALITY: To what extent does this person aggressively pursue quality results in his/her own work and the work of those supervised? Are decisions and actions directed toward improving quality?

LEADERSHIP: Comment on the leadership abilities of the employee. Has the employee made significant contributions to this area's efforts?

PROFESSIONAL JUDGMENT: Does the individual have well thought-out reasons to back decisions? How much reliance can you place on the individual to make the right decision? Are the pros and cons of any given situation weighed before arriving at a decision? How much maturity is shown in the decisions reached?

PLANNING AND ORGANIZATION: To what extent are responsibilities carried out in a sound, well-organized, and logical manner? Are activities planned ahead of time and commitments met? How well do plans fit with the department's or division's objectives?

STAFF DEVELOPMENT: If this person supervises others, has he/she counseled each subordinate on performance and development? Have specific development programs been implemented? What commitment and interest has been demonstrated in the development of people to their full potential?

INITIATIVE/INNOVATION: Are current methods and policies regularly examined and suggestions made for better ways to accomplish the mission? Does this person make useful and worthwhile suggestions for improvement?

COMMUNICATION: Comment on the extent to which the employee is successful in comprehending and effectively communicating through spoken or written expression.

CUSTOMER ORIENTATION: Does the employee meet customer needs in a courteous and timely manner? Is the employee committed to customer service? Does the employee encourage others to make and maintain a commitment to customer service?

TEAMWORK: Comment on the quality of working relationships, degree of adaptability to changes in work process/environment; level of commitment to unit mission/vision; willingness to share knowledge/mentor co-workers.

DIVERSITY: Comment on the extent to which the employee has embraced and supported the University's Diversity Plan.

OTHER PERFORMANCE FACTORS: Other performance factors may be of more importance in some positions. Comment on items such as safety, loyalty, thoroughness, accuracy, self-direction, if these performance factors are critical to this position.

OVERALL RATING:

INDICATE LEVEL WHICH BEST DESCRIBES THIS EMPLOYEE'S PERFORMANCE:

UNACCEPTABLE

ACCEPTABLE

GOOD

OUTSTANDING

UNACCEPTABLE - This employee has several performance deficiencies which significantly impact job performance. This individual needs extensive further development and corrective action is required. This employee does not exhibit the behaviors desired in an employee of Illinois State University (A developmental plan must be included with this appraisal).

ACCEPTABLE - Employee generally meets minimum job requirements and expectations. There are modest performance deficiencies which can be corrected. Further development is needed.

GOOD - Employee is a fully effective, competent member of the Illinois State University workforce. Very few performance deficiencies are evident. The employee is a solid capable performer.

OUTSTANDING - Employee is a true "star" who consistently performs beyond the requirements of the job. No performance deficiencies exist. A leader in the workforce by output and example.

SUPERVISORY COMMENTS: What can this person do to perform the job more effectively? How can you as the supervisor help? Please make comments on specific plans for performance expectations or future development.

EMPLOYEE COMMENTS: Each employee evaluated is encouraged to add comments to this review.

This appraisal has been discussed with me. My signature does not signify agreement or disagreement with its contents.

Employee Signature

Date

Rater Signature

Date

Reviewer Signature

Date