

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

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

- 1. Productivity/Quantity of Work:** Volume of work regularly produced. Speed and consistency of output. Efficiency in the use of time and resources.

- 2. Quality of Work:** Extent to which work produced meets quality requirements of accuracy, thoroughness and effectiveness.

- 3. Job Skills and Knowledge of Work:** Skills exercised by employee to execute job and related work. Extent of job information and understanding possessed by employee.

- 4. Sense of Cooperation:** Willingness and ability to work toward objectives, shifting priorities when necessary. Working with others and responding to suggestions for process improvement from supervisor and/or fellow employees.

- 5. Sense of Responsibility:** Dependability. Extent to which employee meets schedules and completes assignments in a timely manner. Also includes attendance record as it pertains to ability to fulfill responsibility of the position.

- 6. Teamwork:** Contributions to and commitment to team goals. Encouraging others within and outside the work team. Supporting team efforts. Sees problems in the team and works to correct the situation.

- 7. Customer Orientation:** Extent to which the employee responds to the needs of “customers” of the unit. Follows through on customer interactions in a timely, service oriented manner.

8. Commitment to Diversity: Contributions and commitment to the University Diversity Plan. Suggests ways to support the Diversity Plan. Participates in activities which indicate a support of the Diversity initiative.

9. Willingness to Work Safely: The willingness and ability of the worker to perform the job effectively while operating within safe work practices.

10. Supervisory Ability: Extent to which the employee is able to coordinate and achieve results through others. Ability to establish rapport with subordinates, to establish a positive working climate for the team and to achieve desired results.

11. Overall Rating: Indicate level which best describes this employee's performance:

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Unacceptable Acceptable Good Outstanding

UNACCEPTABLE - The 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.

EXPLANATION OF RATING MUST BE INCLUDED:

SKILLS AND ABILITIES TO BE DEVELOPED AND SUGGESTED PLAN OF ACTION:

EMPLOYEE COMMENTS:

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