Oregon University System

**PERFORMANCE APPRAISAL**

For Employees in Classified Information Technology Positions

Represented by the Oregon Public Employees Union

TO THE SUPERVISOR: Do not attempt to complete this evaluation form until you have read and understood the instructions for completing a Performance Appraisal.

## SECTION ONE: EMPLOYEE INFORMATION

EMPLOYEE NAME: (First and last)

EMPLOYEE IDENTIFICATION NUMBER:

DEPARTMENT:

CLASSIFICATION TITLE:

CLASSIFICATION NUMBER:

COMPETENCY LEVEL: (Check one) Level One \_\_\_ Level Two \_\_\_ Level Three \_\_\_

POSITION NUMBER:

EVALUATION PERIOD: Beginning Date: Ending Date:

SALARY ELIGIBILITY DATE (enter date):

SALARY: (Check one) At or Below Control Point \_\_\_ Above Control Point \_\_\_

RATING: (Check one) Trial Service \_\_\_ Annual \_\_\_ Special Merit \_\_\_

## SECTION TWO: COMPETENCIES

# **TECHNICAL KNOWLEDGE**

**Performance Standard** (enter information):

**Rating:** (Check one)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

## WORK COORDINATION

**Performance Standard** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

**PROBLEM SOLVING/PREVENTION**

**Performance Standard** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

**COMMUNICATION & SERVICE**

**Performance Standard** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

## ACCOUNTABILITY

**Performance Standard** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

## SECTION THREE: PERFORMANCE OBJECTIVES

## OBJECTIVE #1 (enter information):

**Performance Standard** (enter information):

**Weight:** (Check One) Critical \_\_\_ Major \_\_\_ Secondary \_\_\_

**Results** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

## OBJECTIVE #2 (enter information):

**Performance Standard** (enter information):

**Weight:** (Check One) Critical \_\_\_ Major \_\_\_ Secondary \_\_\_

**Results** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

## OBJECTIVE #3 (enter information):

**Performance Standard** (enter information):

**Weight:** (Check One) Critical \_\_\_ Major \_\_\_ Secondary \_\_\_

**Results** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

## OBJECTIVE #4 (enter information):

**Performance Standard** (enter information):

**Weight:** (Check One) Critical \_\_\_ Major \_\_\_ Secondary \_\_\_

**Results** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**COMMENTS** (enter information):

## OBJECTIVE #5 (enter information):

**Performance Standard** (enter information):

**Weight:** (Check One) Critical \_\_\_ Major \_\_\_ Secondary \_\_\_

**Results** (enter information):

**Rating:** (Check One)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

**Comments** (enter information):

**DISCUSSION OF HOW WORK WAS PERFORMED** (enter information):

**UNPLANNED ACCOMPLISHMENTS** (enter information):

## SECTION FOUR: SUMMARY

### SUMMARY RATING: (Check one)

Consistently Exceeds Standards \_\_\_ Meets Standards \_\_\_

Does Not Fully Meet Standards \_\_\_

Recommended percentage of increase

**COMMENTARY SUPPORTING SUMMARY RATING** (enter information):

**DEVELOPMENTAL NEEDS/PLANS** (enter information):

Is training required? If so, specify:

Additional resources needed to increase effectiveness (enter information):

## SECTION FIVE: SIGNATURES

**RATING PERFORMED BY** (enter name):

Print Supervisor’s Name

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

**RATING REVIEWED BY** (enter name - Optional):

Print Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**REVIEWER’S COMMENTS** (enter comments):

Employee’s signature is required only to indicate that the employee has read the performance appraisal.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**EMPLOYEE COMMENTS** (enter comments):

**APPOINTING AUTHORITY** (enter name):

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_