

*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)

DEPARTMENT:

CLASSIFICATION TITLE:

CLASSIFICATION NUMBER:

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

POSITION NUMBER:

EVALUATION PERIOD: Beginning Date:

SALARY ELIGIBILITY 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:** Provide PL/SQL & PHP programming support. Integration with O/S systems, Banner and custom programming will likely be required.

**Rating:** (Check one)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

### WORK COORDINATION

**Performance Standard:** Prioritization - prioritizes in line with organizational priorities. Cooperation - works effectively with other depts, and individuals.

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

### PROBLEM SOLVING/PREVENTION

**Performance Standard:** Evaluates ad-hoc technical problems and solves them effectively. Participates in developing alternatives and evaluates them. Participates in effective planning for future appropriate responses to emergency situations.

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

## COMMUNICATION & SERVICE

**Performance Standard:** Works regular hours or as needed depending on task.

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

## ACCOUNTABILITY

**Performance Standard:** Responsibility - accepts responsibility for actions.

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

## SECTION THREE: PERFORMANCE OBJECTIVES

### OBJECTIVE #1:

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

**OBJECTIVE #2:**

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

**OBJECTIVE #3:**

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

**OBJECTIVE #4:**

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)

Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**COMMENTS:**

**OBJECTIVE #5:**

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

**OBJECTIVE #6:**

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)  
Consistently Exceeds Standards  
Meets Standards  
Does Not Fully Meet Standards

**Comments:**

**OBJECTIVE #7:**

**Performance Standard:**

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

**Results:**

**Rating:** (Check One)

- Consistently Exceeds Standards
- Meets Standards
- Does Not Fully Meet Standards

Comments:

**DISCUSSION OF HOW WORK WAS PERFORMED:**

**UNPLANNED ACCOMPLISHMENTS:**

**SECTION FOUR: SUMMARY**

**SUMMARY RATING:** (Check one)

- Consistently Exceeds Standards
- Meets Standards
- Does Not Fully Meet Standards

**COMMENTARY SUPPORTING SUMMARY RATING:**

**SECTION FIVE: SIGNATURES**

**RATING PERFORMED BY:**

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**RATING REVIEWED BY:** (Optional)

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

**REVIEWER'S COMMENTS:**

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

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

**EMPLOYEE COMMENTS:**

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**APPOINTING AUTHORITY:**

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