# Unclassified Professional Staff Performance Appraisal

**NAME:**

**POSITION:**

**EVALUATOR:**

**REVIEW PERIOD:**

This form is to be used in preparation of performance appraisals for unclassified professional employees. Comments should be made about each of the general categories listed. The list of suggested indicators attached services as examples of the kind of measurements, which can be used to assess that aspect of performance. The numerical ratings given are intended to reflect the supervisor’s overall assessment of performance in a category. The ratings are also intended to be reflective of the accomplishment of goals and objectives during the appraisal period.

**Performance Factors** (Circle appropriate number for each factor)

<table>
<thead>
<tr>
<th>Rating: (5) Outstanding; (4) Exceeds Requirements; (3) Satisfactory; (2) Needs Improvement; (1) Unsatisfactory</th>
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<th>Position Knowledge</th>
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Financial Management & Control

5  4  3  2  1

Comments:_________________________________________________________________________________
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Service to the University

5  4  3  2  1

Comments:_________________________________________________________________________________
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Professional Development & Continuing Growth

5  4  3  2  1

Comments:_________________________________________________________________________________
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General Comments

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Supervisor Signature ____________________________ Date ______________________________

Employee Signature ____________________________ Date ______________________________
(Signature does not imply agreement)
EXAMPLES OF PERFORMANCE INDICATORS FOR EACH CATEGORY

Position Knowledge
Possesses general and specialized knowledge expected for the position
Is sufficiently well informed and educated to perform at the level expected for the position
Understands relation of tasks to unit goals and University’s mission
Keeps current on trends and remains knowledgeable in their professional field
Is knowledgeable of legal mandates and policies pertinent to the position
Anticipates program needs
Analyzes issues thoroughly

Professionalism
Actively supports the goals and mission of both their unit and the University
Demonstrates commitment and concern for the institution, students, and colleagues
Participates in committee and other leadership roles, on and off campus
Willing to accept new tasks and assignments
Encourages creativity in others
Willing to take risks
Copes with stress of change in a reasonable and effective manner
Copes effectively with undesirable situations
Exhibits self-direction and initiative
Resolves issues and questions appropriately
Develops and/or contributes to new programs or program improvements
Maintains standards of professional ethics
Exhibits interest and enthusiasm toward work

Program Management/Problem Solving & Organizational Skills
Produces quality work in appropriate quantity
Plans and organizes work appropriately
Establishes meaningful priorities
 Appropriately delegates tasks to others
Meets critical deadlines and adapts to changes in deadlines
Keeps supervisor appropriately informed
Implements effective courses of action
Uses program/department evaluation results to improve operations
Clearly identifies the goals and objectives of the program and evaluates progress
Efficiently collects, analyzes, and processes accurate and reliable data
Expresses program evaluation results clearly and concisely
Provides program evaluation results to others as required
Organizes, plans, and forecasts work skillfully to meet position needs
Analyzes problems skillfully
Uses logic and good judgment to reach solutions

Human Resource Management & Team Interaction
Prepares timely and thorough performance appraisals for staff
Contributes effectively to group actions
Is personally responsible, steadfast and can be called upon to meet challenges
Assists in determining the needs of the work place; helps to meet goals
Coordinates own work with others, seeks opinions, values working relationships
Is regularly attentive to safety and health regulations
Maintains a professional and cooperative attitude with colleagues
Applies effective supervisory skills
Functions within collective bargaining agreements with employee organizations
Prevents or settles grievances at lowest level without setting an improper precedent
Utilizes knowledge of Affirmative Action Plan, Equal Opportunity Act and Title IX regulations
Establishes rapport with students and strives to develop positive relations
Works effectively with students to promote growth and maturation
Exhibits understanding of the social, emotional, and physical problems that some students face
Works cooperatively with faculty, staff, and students
Provides support and guidance to students and staff
Functions effectively with members of different ethnic groups and individuals with disabilities
Actively works to resolve interpersonal conflicts
Maintains a healthy and productive work environment for staff
Models effective human relations skills
Effectively deals with information of a sensitive or confidential nature
Develops and maintains appropriate working relationships with outside entities
Provides leadership for staff and students
Promotes independence for students and staff members
Makes careful retention decisions about employees
Is responsive to employee requests for additional training, when appropriate
Makes performance appraisal a joint project with employees
Complies with University policies and procedures in areas governing employee relations, i.e. sexual and racial harassment

Communication
Communicates knowledge clearly, accurately and thoroughly
Listens attentively and responds thoughtfully
Organizes and expresses thoughts clearly and concisely orally and in writing
Maintains appropriate records and is punctual in submitting forms, reports, etc.
Uses appropriate communications channels
Keeps supervisor informed about actual or potentially sensitive issues
Maintains appropriate/effective communication with supervisor and subordinates
Exhibits ability to communicate on different levels and in different situations (with students, faculty, staff, in a committee meeting, a workshop or classroom)
Asks questions when unclear about assignments or projects
Makes clear oral presentations
Gives clear, concise instructions/directions
Prepares written materials which are accurate and understandable

Financial Management & Control
Manages budget within established guidelines
Plans in advance for efficient use of resources
Uses accurate and reliable data and information
Applies Federal, State, and University budget and general accounting procedures relevant to position area
Trains staff on appropriate budget and fiscal matters
Projects and quantifies future needs accurately
Submits budget and financial documents on time
Uses an effective system for monitoring expenses and staying within budget
Ensures that budget adjustments are well documented and justifiable
Promptly reports any anticipated budgetary problems to the appropriate person
Makes wise use of resources

Service to the University
Regularly seeks to provide quality service to achieve customer satisfaction
Serves on committees
Participates in university governance
Gets involved in campus or community activities
Volunteers to serve campus or community

Professional Development & Continuing Growth
Takes advantage of professional growth opportunities
Seeks new knowledge, applies it to the position and shares it with others
Remains competent and knowledgeable in their professional field
Has developed and met educational goals
Has received honors or awards
Participates in professional organizations