

INSTRUCTIONS FOR COMPLETING THE PERFORMANCE APPRAISAL FORM

Process

1. **Self-evaluation** –Employees prepare a self-evaluation, including goals from the previous year. Jointly, progress will be determined during the evaluation discussion.
2. **Supervisor evaluation** – Supervisors review the essential job functions from the employee’s job description and then complete the performance appraisal form. The supervisor may consider the employee’s self-evaluation and/or feedback from peers or customers when preparing the form. The appraisal form is shared with the employee prior to or at the evaluation discussion.
 - a. For each Performance Standard, select either “Met Performance Standard” or “Did not Meet Performance Standard.”
 - b. If the employee exceeded performance standards in any category, then check the box(es) of the corresponding category/ies and include comments describing how the employee exceeded expectations.
 - c. If the employee did not a meet performance standard, include specific comments detailing.
 - d. Indicate the % of completion for each the previous years’ goals.
 - e. Draft goals for the employee for the coming year WITH completion dates. "By February 2020, ..."
3. **Job description** – At their meeting, the supervisor provides the employee with a current job description and reviews with the employee. Any changes in the duties should be clarified, discussed with the employee, and forwarded to Human Resources.
4. **Performance development** – At the meeting, the supervisor and employee review the performance appraisal form, discuss past performance, establish future performance expectations, and jointly develop goals for the coming year.
5. **Goals** – Goals must be SMART (specific, measurable, achievable, realistic, timely) and pertain to the employee’s job performance and department goals. Professional development/training goals should also be entered here. When appropriate, goals may span multiple years and/or be modified as necessary each year. Setting goals is a joint effort between the employee and supervisor and may take more than one meeting to finalize.
6. **Comment/Signatures** – Once the employee and supervisor have reviewed the completed appraisal, then both sign the form and initial each page; the employee may comment on the appraisal form, attach a statement, or submit a separate statement to HR that is affixed to the appraisal; a copy of the form is given to the employee; the next level supervisor reviews and initials. Direct supervisor returns all forms to HR.

Performance Standards Rating Scale

- **Did Not Meet Performance Standard:** Performance failed to meet requirements and expectations the majority of the time during the review period (more than 50% of the time). The supervisor should consider developing a Performance Improvement Plan (PIP) as remedial action for any area not meeting expectations (if the employee is not already on a PIP for that deficiency).
- **Met Performance Standard:** Performance consistently met all requirements and expectations during the review period.
- **Exceeded Performance Standard:** Performance exceeded requirements and expectations a large majority of the time during the review period (at least 75% of the time).

JESSUP UNIVERSITY PERFORMANCE APPRAISAL FORM

NAME: _____ TITLE: _____

DEPARTMENT: _____ REVIEW PERIOD: _____

SUPERVISOR: _____

PERFORMANCE STANDARDS

- **Did Not Meet Performance Standard:** Performance failed to meet requirements and expectations more than 50% of the time during the review period.
- **Met Performance Standard:** Performance consistently met all requirements and expectations during the review period.
- **Exceeded Performance Standard:** SUPERVISORS: Performance exceeded requirements and expectations more than 75% of the time during the review period.

	Employee’s Self-Evaluation	Supervisor’s Evaluation of Employee
Quality of Work Job tasks are performed at the level of accuracy, correctness, detail, and completeness in accordance with established quality standards	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard
Quantity of Work Job tasks that are completed within established time standards	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard
Attendance / Punctuality / Dependability Reports to work on the days and at the times established; demonstrates willingness to work additional hours as workloads demand	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard
Initiative / Innovation Takes action to solve workplace problems; recommends improvements or enhancements to existing workplace processes	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard
Interpersonal Skills Communicates effectively; listens to others; demonstrates respect for others	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard
Teamwork Interacts and works well with others; contributes to the success of the team	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard
Accountability Accepts responsibility for actions and conduct; acts to correct performance or conduct that does not meet standards. If employee supervises, completes reviews and develops team members.	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard	<input type="checkbox"/> Met Performance Standard <input type="checkbox"/> Did Not Meet Performance Standard

SUPERVISOR: Standard(s) Exceeded: Quality Quantity Attendance Initiative Interpersonal Teamwork Accountability
 Give examples/justification of how the employee exceeded each marked standard; attach additional documentation if needed)
Address any rating that “Did Not Meet Performance Standard”; attach added documentation if needed.

Employee Initials _____

Supervisor Initials _____

TOGETHER: GOAL COMPLETION (from the evaluation period being reviewed)

		Percent Complete
1		<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
2		<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
3		<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
4		<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
5		<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%

TOGETHER: JOB-RELATED AND PROFESSIONAL DEVELOPMENT GOALS (for the upcoming evaluation period)

	Enter at least 2 but no more than 5 - INCLUDE COMPLETION DATES
1	
2	
3	
4	
5	

EMPLOYEE COMMENTS: (Comments may be inserted here, signed and attached separately, or signed and sent later to HR to be attached to this form)

GENERAL SUPERVISOR COMMENTS:

Employee Initials _____

Supervisor Initials _____

Next Level Supervisor Initials _____

THE PRESIDENT’S EXPECTATIONS OF ALL STAFF

Jessup University is a special place and, as such, its staff is held to a high standard of performance and behavior as described in the Community Covenant and the Employee Handbook. We also have a number of other value statements and employee resources that you will find meaningful in your role here at the University.

We are a Christ centered community, committed to Biblical authority, and to the unity of the Church. As such, we recognize that we represent Jesus and Jessup at all times.

All staff are required to adhere to the following at all times:

- I am respectful of all and contribute to creating a culture that is inclusive and builds trust.
- I am a team player who, in addition to offering my honest thoughts, will actively promote and participate in collaboration to advance the vision, values and mission of Jessup University.
- I am accountable for the timeliness and quality of my contributions and take ownership of results.
- I represent Jessup University to the public and serve our students and all constituent groups respectfully and effectively.

I have read and understand the President’s expectations and agree to uphold these expectations (initial) _____

For the community to flourish, it must rest on a foundation of trust, respect, and civility. We therefore covenant to practice authenticity and honesty. I affirm and agree to live within the boundaries of the Community Covenant. (initial) _____

JOB DESCRIPTION REVIEW AND EXPECTATIONS

I have received and reviewed my job description and understand the expectations for my job. (initial) _____

Employee’s Signature <small>(Signature acknowledges review/receipt, not necessarily agreement)</small>	Date	Supervisor’s Signature	Date
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Next level supervisor _____ **Date** _____