

## Samford University Employee Performance Appraisal

**Employee name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Evaluators must read Performance Appraisal Instructions before completing this form.**

**1. Performance Appraisal:**

Performance Expectations – In the space provided below, list the performance expectations for this employee’s job.

Weight - An expression of the relative importance of a performance expectation expressed in percentage multiples of 5 with the weight column to total 100%.

Performance Rating – Use the following definitions to assign performance rating points to each Performance Expectation:

- Unacceptable – (1 points)      Performance of this expectation is clearly unacceptable. Performance seldom, if ever, meets this expectation. Continued performance at this level is grounds for removal from the position and/or termination. Additional and thorough documentation with specific examples is required.
- Needs Improvement – (2 point)      Performance of this expectation is less than satisfactory and there is need for improvement/development. Performance tends to fall below what is normally expected.
- Expected – (3 points)      Fully satisfactory overall performance of this expectation. Performs the Expectation as it was designed to be performed. Consistently meets this Performance expectation.
- More than expected – (4 points)      Performance of this expectation is clearly above what is normal. Exceeds this Expectation most of the time. Reserved for unusually effective performance.
- Outstanding – (5 points)      Performance is significantly above expectations. Exceptional and remarkable accomplishments and contributions, High quality of results is clearly obvious. Additional and thorough documentation with specific examples is required.

Performance Expectations	Weight	x	Performance = Rating	Weighted Rating
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Overall Rating: Multiply the Weight times the Performance Rating and then add the Weighted Rating column to determine the overall numerical rating of the employee's performance. The range is 100 - 500.	100%		Overall rating:	

**2. Comments on Performance**

a. Desirable performance that should be continued:

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b. Undesirable performance that should be eliminated or performance that needs significant improvement:

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c. Indicate Performance Expectations that will be added/changed for the coming review period.

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**3. Performance Planning**

a. Indicate the action plan of training and/or other developmental activities for performance expectations rated below Expected level.

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b. Indicate training and/or other developmental activities to assist with professional growth and development.

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**4. Signatures**

This evaluation represents to the best of my knowledge an accurate assessment of this employee's performance from \_\_\_\_\_ to \_\_\_\_\_.

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Employee Comments:**

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Employee: \_\_\_\_\_ Date: \_\_\_\_\_