



Steps and Instructions for Supervisors

1. Carefully review the employee's work performance from January 1 through December 31 based on the position requirements.
2. Based on your review, please mark the level which best describes performance during the review period. Any mark of Exceeds or Below Expectations must be explained in the comments and examples section. For descriptive definitions, please refer to the KEY below.

KEY:

- Exceeds Expectation Characteristic

This rating should reflect the performance of a truly outstanding performer, one whose behavior, as regards this topic, is exemplary. This rating should be reserved for those who consistently perform at a level you could describe as "the best of the best".

- Meets Expectation Characteristic

This rating should reflect the performance with the normal, expected standard of acceptable achievement, you would find them fully competent and you would be pleased that this individual is "pulling their share of the load" and making a solid contribution to the workplace. **NOTE: Most employees who meet standards fully will be in this rating.**

- Below Expectation Characteristic

This rating should reflect the performance that the individual is consistently performing below the level that is expected and acceptable. Attention needs to be paid to raising the performance level, with the supervisor offering specific guidance and support in this area, and with the individual employee assuming responsibility for making a concerted effort at adequate improvement.

- NA (Not Applicable) Characteristic

This rating should reflect the performance factor is not applicable to the position.

3. **Any ratings of exceeds expectations or below expectations must be explained in the comments and examples section**

4. Complete the Narrative comments, Area of Strength, Areas of Development, and Additional Comments. Please ensure that include related timelines for Areas of Development
5. Prior to meeting with the employee have the employee review their job description
6. Schedule a time to meet with the employee to discuss the review. Review any needed changes to the job description
7. Employees have at least 3 calendar days to review performance form and add comments before submitting the signed applicable form back to the supervisor
8. After both the employee and supervisor have signed the review, retain a copy for your files and give one copy to the employee
9. **The original of the applicable evaluation form and copy of current job description should be emailed to the Office of Human Resources at hr@tuskegee.edu**
10. The original applicable evaluation form and copy of current job description will be placed in the employee's personnel file

Annual Performance Evaluation Form

Staff Employees

Employee:

Employee ID#:

Position Title:

Supervisor:

Evaluation Period:

TO

The current job description must be attached. You may also attach an additional sheet for comments and examples.

Performance Factors	E	M	B	NA	COMMENTS AND EXAMPLES
Exceeds Expectations (E); Meets Expectations (M); Below Expectations (B); Factor Does Not Apply (NA)					
Job Knowledge Knowledge of policies and procedures; or knowledge of techniques, skills, equipment, procedures, and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of work Work is completed accurately (few or no errors), efficiently and within deadline with minimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance Consistency in coming to work daily and conforming to scheduled work hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decision- Making The ability to make decision and the quality and timeliness of those decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and Organizing The ability to analyze work, set goals, develop plans of action, utilize time. (Consider the amount of supervision required and extent to which you can trust employee to carry out assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Service Available to help customers by giving accurate and helpful information/ service. Understand the importance of delivering high quality service to internal & external customers. Work to understand the needs of the customer and providing high quality customer service at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team Focus Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annual Performance Evaluation Form

NARRATIVE COMMENTS

Areas of Strength

Areas of Development

Additional Comments

Supervisor’s Signature

Date

My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 days and to have these comments attached to this form.

Employee’s Signature

Date

Human Resources Reviewer’s Signature

Reviewer’s Job Title

Cc: Employee, Supervisor, Personnel File