

PERFORMANCE APPRAISAL

PART A

Name: _____ Job Title: _____
 Division/ Original _____
 Department: _____ Date of Hire: _____ Years in _____
 Banner ID: _____ Appraisal Period: From _____ To _____ Current Position: _____

Major Job Requirements:

Duties of the position (from the job description). (Refer to requirement numbers on the job description and provide key words in this section)	Make comments as appropriate to indicate major contributions or needs for improvement. Place 'X' in column on right which best describes the employee's overall performance on each item.	Far Exceeds Position Requirements	Exceeds Position Requirements	Meets Position Requirements	Unsatisfactory: Requires Corrective Action
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Assignments or Achievements new for this period (include contributions to professional organizations, offices held, etc.)