

OPE Appraisal Template

Below is the OPE appraisal form that will be completed in USFWorks by the OPE staff member and then will be reviewed by their manager and manager's manager before being discussed and finalized with the OPE staff member.

1. What were your major accomplishments during the past year? Be as specific as possible:
2. List your job-related strengths; please give examples of how you utilized these strengths during the past year:
3. Identify any difficulties or problems encountered in the workplace and actions you took to overcome these difficulties or problems:
4. Identify any job-related weaknesses or areas where you believe additional development is needed:
5. What are your professional goals and objectives for the next year at USF?
6. What resources can be provided which would assist you in meeting future goals/objectives?
7. Are there any additional comments, observations, or suggestions you care to make which would help your supervisor and the University evaluate your job performance?