



Outstanding	Exceeds Requirements	Meets Requirements	Requires Improvement	Unsatisfactory
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Outstanding: Performance is exceptional. Performance requirements are consistently exceeded.

Exceeds Requirements: Performance is often above the requirements of the position.

Meets Requirements: Performance meets requirements.

Requires Improvement: Performance meets some of the requirements of this position and improvement is needed.

Unsatisfactory: Performance fails to meet minimum requirements of this position.

					PERFORMANCE DIMENSIONS	COMMENTS
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*Value to the job:*

- Very Important
- Important
- Somewhat Important

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- Important
- Somewhat Important

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- Important
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*Value to the job:*

- Very Important
- Important
- Somewhat Important

**Interpersonal Skills**

- Works cooperatively with a variety of individuals to achieve common objectives
- Interacts effectively with faculty, staff, students and the public
- Retains effectiveness and flexibility under pressure
- Responds well to supervision

**Work Habits**

- Dresses appropriately to the work environment
- Punctuality and attendance are in conformance with stated requirements
- Produces quality/quantity of work assignments accurately and reliably
- Contributes to a professional office environment

**Communication Skills**

- Listens effectively
- Communicates clearly and directly
- Uses vocabulary appropriate to the work environment
- Prepares clear, concise reports or records
- Explains information, concepts, ideas or instructions effectively to others

**Initiative and Enthusiasm**

- Takes initiative within areas of responsibility
- Develops new ideas
- Visualizes, anticipates, and analyzes problems
- Initiates self-development appropriate to the position
- Pursues goals with commitment and takes pride in accomplishment
- Demonstrates confidence in self and in others
- Expresses personal and organizational needs in a positive, constructive manner

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**UNANTICIPATED SIGNIFICANT ACCOMPLISHMENTS:**

**RESPONSE TO AND/OR RESOLUTION OF UNANTICIPATED PROBLEM SITUATIONS:**

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**PERFORMANCE GOALS AND OBJECTIVES FOR NEXT RATING PERIOD:**

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**OVERALL APPRAISAL**

Outstanding     Exceeds Requirements     Meets Requirements     Requires Improvement     Unsatisfactory

**SUPERVISOR COMMENTS:**

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**RECOMMENDATION**

(Recommendation required only with Probationary Appraisal)

I RECOMMEND:     Regular Status  
                           Extension of Probationary Period  
                           Release from Employment

I certify that this appraisal has been discussed with me.  
My signature does not necessarily indicate that I agree  
with the appraisal.

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Staff Member Signature

Date

**STAFF COMMENTS**

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Supervisor (Please Print)

Date

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Title (Please Print)

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Supervisor's Signature

Date

**Please return to Human Resources  
Lone Mountain 339**