**Section I: General Information**

Name: ___________________________ U#: ______________________ Position Title: ____________________________

Department/Section: ___________________________ Division/College: __________________________________________

Period of Review: From (Month/Year): ___________________________ To (Month/Year): ___________________________

**Section II: Document Evidence**

<table>
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<th>Factor</th>
<th>Evidence</th>
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| **Customer Service & Communication** | • Concerted effort to serve the needs of students  
• Fosters cooperative relations  
• Courteous/considerate  
• Verbal & written  
• Encourages open exchange of ideas  
• Develops channels of communication & communicates critical information |
| **Cooperation/Teamwork**      | • Works effectively with others  
• Encourages/supports co-workers  
• Demonstrates concern for students and co-workers |
| **Productivity & High Quality of Work** | • Pursues completion of work assigned and meets deadlines  
• Produces appropriate output according to goals  
• Utilizes time and resources effectively  
• Effectively performs job: timely, accurately and thoroughly  
• Maintains high quality work relative to established standards  
• Follows policies and procedures |
| **Initiative, Dependability & Flexibility** | • Proactive in planning/completion of task  
• Performs without supervision  
• Pursues professional development  
• Attendance consistent  
• Completes assigned tasks  
• Accepts responsibility  
• Adapts to change, demands and priorities  
• Assumes new tasks  
• Integrates new knowledge |
**Job Knowledge, Decision Making & Problem Solving**

- Seeks out new knowledge and demonstrates knowledge to accomplish job
- Working knowledge of University policies/procedures
- Makes sound decisions supportive of mission
- Willing to make difficult decisions
- Identifies problems and reaches sound conclusions

**Leadership & Strategic Thinking**

*For those who supervise others.*

- Creates shared vision consistent with established goals
- Fosters high morale
- Promotes teamwork/directs others effectively
- Establishes clear work objectives and priorities
- Effectively handles multiple tasks
- Utilizes resources effectively, efficiently and delegates work appropriately

**Goals Accomplished**

- Provide the status of the agreed upon goals created during the previous appraisal year.

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**Additional Evidence:**