



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

Factor	Evidence
Customer Service & Communication <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Works effectively with others• Encourages/supports co-workers• Demonstrates concern for students and co-workers	
Productivity & High Quality of Work <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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	

<p>Job Knowledge, Decision Making & Problem Solving</p> <ul style="list-style-type: none"> • 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 	
<p>Leadership & Strategic Thinking <i>*For those who supervise others.</i></p> <ul style="list-style-type: none"> • 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 	
<p>Goals Accomplished</p> <ul style="list-style-type: none"> • Provide the status of the agreed upon goals created during the previous appraisal year. 	

Additional Evidence: