



## SOUTHERN UNIVERSITY AT NEW ORLEANS Performance: Appraisal: Interim Evaluation

Evaluation Period: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

To be completed by the immediate supervisor. Copies will be retained by the employee being reviewed and his/her supervisor. **Original is returned to the Human Resource Department.**

### I. PERFORMANCE REVIEW

#### RATING INSTRUCTIONS

1. = **UNACCEPTABLE** – Consistently fails to meet job requirements.  
Requires immediate improvement plan to maintain employment.
2. = **Needs Improvement**- Occasionally fails to meet job requirements.  
May require improvement plan of some job requirements to maintain employment.
3. = **Meets Expectations**- Performs all job duties satisfactorily.
4. = **Exceeds Expectations**- Performs above required duties.
5. = **Superior**- Performs consistently beyond the job requirements.

**II. PERFORMANCE FACTOR and DESCRIPTION**

- 1. Customer Service – The extent to which the employee provides prompt, high-quality service to members, staff, vendors and internal/external customers.

Unacceptable..... Superior  
 1  2  3  4  5

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

- 2. Communication – Creates effective working relationships by information sharing.

Unacceptable..... Superior  
 1  2  3  4  5

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

- 3. Teamwork – Concensus building and using active \_\_\_\_.

Unacceptable..... Superior  
 1  2  3  4  5

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

- 4. Achievement – Ability and willingness to achieve organizational and individual goals by seizing opportunities and learning from experience.

Unacceptable..... Superior  
 1  2  3  4  5

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

- 5. Flexibility/Innovation – Initiates new ideas, exhibits creative thinking and grasps new concepts.

Unacceptable ..... Superior  
 1  2  3  4  5

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 6. Technical Excellence – Apply and develop technical and role specific skills and organizational knowledge.

Unacceptable ..... Superior  
 1  2  3  4  5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 2 – OVERALL PERFORMANCE RATING**

Varying degrees of importance should be placed on those factors measuring performance in a given job. The overall performance rating represents a composite of your opinion, judgement and impressions of this person’s performance.

**SECTION 3 – KEY DEVELOPMENT AREAS**

Identify 2 – 3 key developmental areas the employee should focus on over the next year. Develop a plan to provide formal or informal training in these areas.

**SECTION 4 – EMPLOYEE COMMENTS**

**SECTION 5 – APPROVALS/CONCURRENCES**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(This report has been discussed with me. I understand that my signature does not necessarily indicate agreement; I can make my disagreement, if any, known by a written communication to my immediate supervisor, with a copy to the Human Resource Department.)

Reviewer \_\_\_\_\_ Date: \_\_\_\_\_

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources \_\_\_\_\_ Date: \_\_\_\_\_