

**THE JOHNS HOPKINS UNIVERSITY
STAFF PERFORMANCE APPRAISAL**

The purpose of this appraisal form is to provide a written record for the staff member and his or her supervisor on the nature of the former's job and his or her performance in the job. Supervisors are urged to be frank in their evaluations both for the benefit of the staff member and for the accuracy of this appraisal record. This appraisal will become a part of the staff member's personnel file.

Staff Member	Job Title	Department/Office
Supervisor	Appraisal Period	Date of Appraisal

Section I is to be completed by the staff member being evaluated

- I. **MAJOR RESPONSIBILITIES** - List the major responsibilities of your position in approximate order of importance. After you complete this section, forward this form to you supervisor.

Sections II, III and IV are to be completed by the Supervisor

- II. **SUPERVISORS REVIEW OF RESPONSIBILITIES** - Review the above list of major responsibilities and note your concurrence or comment on any additions, deletions or changes in priority that you feel are appropriate.

III. PERFORMANCE FACTOR RATINGS - Using the following definitions, check the box that most closely describes the staff member's performance for each of the required performance factors.

- OUTSTANDING: Distinguished performance, consistently exceeded all standards for position.
- ABOVE EXPECTATION: Met all standards for position and in most instances exceeded them.
- AT EXPECTATION: Met position standards for the position and in some instances exceeded them
- BELOW EXPECTATION: Did not meet some standards for the position or met them only partially.
- UNSATISFACTORY: Failed to meet any standards for the position.

Factors 1-9 are to be completed for all semi-monthly paid non-faculty staff.

<u>Factor</u>	<u>Outstanding</u>	<u>Above Expectation</u>	<u>At Expectation</u>	<u>Below Expectation</u>	<u>Unsatisfactory</u>
1. QUALITY OF WORK Consider accuracy, thoroughness, effectiveness					
2. QUANTITY OF WORK Consider the extent to which the amount of work produced compares to quantity standards for the job.					
3. ATTENDANCE Consider absences, length of lunch periods, breaks, etc.					
4. FLEXIBILITY Consider performance under pressure and handling of multiple assignments.					
5. INITIATIVE Consider the extent to which the employee sets own constructive work practice and recommends and creates new procedures.					
6. DEPENDABILITY Consider the extent to which the employee completes assignments on time and carries out instructions.					
7. INTERPERSONAL RELATIONS Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with supervisors, subordinates, peers, faculty, students, and others.					

	<u>Factor</u>	<u>Outstanding</u>	<u>Above Expectation</u>	<u>At Expectation</u>	<u>Below Expectation</u>	<u>Unsatisfactory</u>
8.	SAFETY COMPLIANCE The degree to which he or she complies with or oversees the compliance with University safety rules					
9.	COMMUNICATIONS ABILITIES Are the individual's thoughts expressed clearly and concisely? a. Written b. Oral					
<p>The following need to be completed for supervisory personnel and senior staff.</p>						
10.	ORGANIZATION To what extent are projects well conceived, analyzed, and carried out systematically?					
11.	FACING ISSUES How well does the individual come to grips with unpleasant issues and seek to solve them by constructive action at his or her own level?					
12.	UTILIZATION OF RESOURCES The degree to which the individual has utilized funds, staff or equipment economically and effectively.					
13.	STAFF DEVELOPMENT The extent to which the individual provides guidance and opportunities to his or her staff for their development and advancement in the University. (Supervisors only)					
14.	AFFIRMATIVE ACTION The extent to which he or she applies the University's philosophy of equal employment opportunity.					

IV. **SUPERVISORY COMMENTS** - Comment on the staff member's strengths and weaknesses. Also comment on any other factors of performance that were not included in section III that you think should be included:

Supervisor: Sign and give form to staff member.

Date

V. **STAFF MEMBER COMMENTS** - This section may be left blank or it may be used to comment in support of or in disagreement with appraisals and observations recorded on this form. Note other relevant aspects of your job or performance.

Staff member: Sign and return form to your supervisor
within 48 hours of its receipt

Date

VI. **REVIEWER'S SIGNATURE** - The signature of the rater's supervisor indicates that he or she has read the completed Staff Performance Appraisal.

Date