# NEW APPRAISAL FORM 2015-2016

In response to feedback from the campus community, Human Resources did a focused review and update of the performance appraisal format for classified staff and service professionals. Changes will be in effect for the 2015-2016 appraisal cycle.

In addition to some minor clean-up of the form, the key changes include:

- The goals section has been streamlined so all can be listed and assessed in one section (no need for extra pages)
- There are now five rating options instead of three.
- There will be two versions of the self-appraisal - one narrative and one with ratings. Both are separate from the supervisor's appraisal.

**These new forms will be used for the 2015-2016 appraisal year.**

## New appraisal forms:

- New appraisal form for 2015-2016:
  - Word document: works best for those using a mouse/pointing device.
  - PDF**:** works best for those using access technology such as screen-readers, speech recognition, or keyboard-only input.
- New self-appraisal forms for 2015-2016:
  - Narrative version - view only
  - Ratings version - view only
  - (**COMING SOON:** both versions in a pdf best for those using access technology)

## What should I do with the new form right now?

- ***Supervisors*** – for all current and new employees:
  - Complete the **job functions/standards** you expect your employee to perform in the upcoming year (section I on the form).
    - Confirm with them that the functions are still accurate and adjust as needed. Have any been removed? Added?
  - Discuss the **goals** you need them to complete in the upcoming year and how they'll be measured; record these in the goals portion of the form (section II).
  - **Provide this information on the new form to your employees** so they are clear on what you will be using to assess their performance at the end of the appraisal period.
    - **Note:** If you already put this information on the current form, you may either cut and paste to the new form or, for this year, simply attach those sections to the new form.
- ***Employees*** –
  - Review the new form/ratings that will be used to assess your performance in the upcoming year. Discuss with your supervisor any questions about job functions/standards and goals for the upcoming year.

## When do I start using the new supervisor and self-appraisal forms to write appraisals?

- ***For all continuing employees or those service professionals/post doc scholars hired April 1, 2015 or later,*** you'll use the new form next summer after the 2015-2016 appraisal year has ended.
- ***For classified staff hired on September 1, 2015 or later***, use the new form to write the six month probationary assessment after January 1, 2016.
- ***For classified staff hired between July 1 and August 31, 2015***:
  - If you plan to complete the probationary appraisal prior to December 15, 2015, use the current appraisal.
  - If you plan to complete the probationary appraisal after January 1, 2016, use the new appraisal.
  - **Note:** Supervisors with employees in this transition situation will also be contacted directly with more information.

## Other resources:

- Writing job functions and standards
- Writing goals
- SAMPLE appraisal with functions/standards and goals set up for the new 2015-2016 appraisal year

Questions? Email HR Performance Appraisals.

https://nau.edu/human-resources/management-resources/performance-management/new-appraisal-form-2015-2016/
from NAU HR Website 12-1-2015