



90-Day Performance Appraisal Form

This appraisal provides a written record of the employee’s 90-day probationary period. Supervisors are expected to be accurate and candid in their evaluation of employees. This appraisal will become part of the employee’s permanent personnel file.

EMPLOYEE ID #:		
Employee	Job Title	Department/Office
Supervisor	Appraisal Period	Date of Appraisal

Performance Rating Scale:

- 5 - Outstanding:** Work performance is consistently superior to job expectations.
- 4 - Exceeds expectations:** Work performance is consistently above job expectations.
- 3 - Meets expectations:** Work performance consistently meets job expectations.
- 2 – Partially meets expectations:** Work performance meets some, but not all, job expectations.
- 1 – Unsatisfactory:** Work performance is inadequate and inferior to job expectations.
Performance at this level cannot be allowed to continue.
- N/A – Not applicable:** Not relevant to the job.

Performance Factors:

Quality of work: Demonstrates accuracy, thoroughness and effectiveness	Rating
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Flexibility: Performs well under pressure; adaptable; welcomes change as an opportunity	Rating
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Initiative: Sets own constructive work practices; recommends new procedures; seeks creative solutions to obstacles or problems	Rating
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Dependability: Completes work in a timely manner and meets deadlines; follows through on plans and assignments	Rating
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Interpersonal Relations: Is cooperative, considerate and tactful in dealing with supervisors, subordinates, peers, faculty, students and others	Rating
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Organization: Work is well conceived, analyzed and carried out systematically	Rating
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Communication Abilities: Expresses thoughts clearly and concisely, both orally and in writing	Rating
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Embraces Diversity: Fosters an inclusive workplace where diversity and individual differences are valued	Rating
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Facing Issues: Handles issues and seeks to resolve them by constructive action at his or her own level	Rating
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Utilization of Resources: Utilizes funds, staff and/or equipment economically and effectively	Rating
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Judgment: Exercises sound judgment; demonstrates awareness of work-related considerations in decision-making	Rating
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Growth and Development: Attempts to improve competencies in job-related areas; seeks opportunities to develop professionally	Rating
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Goal Setting Worksheet (To be discussed and agreed upon by employee and supervisor.)

Goal Setting: List goals for the coming year that will support unit objectives and enhance job performance.

We recommend using the **S.M.A.R.T.** criteria for setting effective goals:

- **Specific** – Helps staff member to understand exactly what is expected.
- **Measurable** – Measurements help staff member and supervisor understand when the expectation has been achieved.
- **Achievable** – Expectations should focus on end results.
- **Results-Oriented** – Expectations should be realistic.
- **Time--Specific** – Deadlines should be identified where applicable.

Goal 1:
Goal 2:
Goal 3:
Goal 4:
Goal 5:

Employee Comments:

Supervisor Comments:

Signatures:

Supervisor: Sign and give form to reviewer.	Date:
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Employee: Sign and return form to your supervisor within 48 hours of its receipt.	Date:
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