

**NORWICH UNIVERSITY  
PERFORMANCE APPRAISAL**

\_\_\_\_\_ PEAREVW

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

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

Title: \_\_\_\_\_

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

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

Date of Last Review: \_\_\_\_\_

**EVALUATION STANDARDS**

O – Clearly Outstanding	Consistently exceeds expectations for achieving all position goals/duties
A – Above Expectations	Consistently meets and frequently exceeds expectations for achieving all position goals/duties
M – Meets Expectations	Consistently meets expectations for achieving all position goals/duties
B – Below Expectations	Partially meets expectations for achieving all position goals/duties; marked improvement is necessary
U – Clearly Unsatisfactory	Does not meet position requirements. Immediate and significant improvement is necessary

**IMPORTANCE OF EVALUATION FACTOR**

Rate each dimension in terms of its effect on total job performance

**4 – Critical**

**3 – Very Important**

**2 – Moderately Important**

**1 – Not Applicable**

**I. PERFORMANCE DIMENSIONS**

Importance Factor	Evaluation Standard	DIMENSION
		1. Job Knowledge
		2. Quality
		3. Productivity
		4. Communications
		5. Initiative/Resourcefulness
		6. Creativity

Importance Factor	Evaluation Standard	<b>DIMENSION (continued)</b>
		7. <b>Critical Thinking/Decision Making</b>
		8. <b>Interpersonal Relations</b>
		9. <b>Teamwork/Cooperation</b>
		10. <b>Dependability</b>
		11. <b>Planning</b>
		12. <b>Flexibility</b>
		13. <b>Customer Service</b>
		14. <b>Development of Skills &amp; Knowledge</b>
		15. <b>Effective Use of Resources</b>

**II. OVERALL EVALUATION OF PERFORMANCE.** The overall evaluation is a composite of the individual Performance Dimensions considering the effect of importance ranking on each Dimension.

Overall Rating

**Comments:**

**III. COMMENTS SUPPORTING THE OVERALL EVALUATION.** Any evaluation of “Below Expectations” or “Clearly Unsatisfactory” must be discussed here.

**IV. FUTURE GOALS/ACTIONS.** Discuss any goals/actions dictated by this evaluation or by changes within the department.

**V. EMPLOYEE COMMENTS**

\_\_\_\_\_  
Signature of Immediate Supervisor      Date

\_\_\_\_\_  
Employee Signature      Date

Your signature indicates neither agreement nor Disagreement with this evaluation, but it does indicate that you have read the evaluation and that it has been discussed with you.

\_\_\_\_\_  
Signature of Department Head      Date