

RUTGERS UNIVERSITY
2005-2006 A/P/S PERFORMANCE APPRAISAL

Employee Name:

Notes: Attach this form to the "Recommendation Worksheet" to support salary or bonus recommendations.
For more detailed instructions, see the UHR website (<http://uhr.rutgers.edu/comp/P4POverview.htm>)
or call 732-932-3020.

SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties** (use a word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below.

Key Duties

Priority

Rating

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

SECTION 2: OVERALL ASSESSMENT

Based upon the appraisal rating for each key duty and its priority level, indicate the employee's overall appraisal rating which reflects his/her performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating.
(Check only one.)

- Meets Standards.** This rating encompasses a wide range of performance from employees satisfactorily meeting job expectations to making exceptional contributions in advancing the objectives of their departments and/or the university. Almost all A/P/S employees perform their jobs efficiently and with professionalism, so it is expected that most will be rated in this category.
- Does Not Meet Standards.** Employees who do not satisfactorily meet job expectations and **overall** do not consistently perform their assigned responsibilities adequately will be given this designation. Employees rated in this category will be provided specific guidelines on how to improve performance and will be reevaluated in six months.

Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.

Comments (add pages as necessary):

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Key Duty #:

Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary.

SECTION 3: PERFORMANCE STANDARDS

For each key duty, describe the FY 2005-2006 performance expectations for the **Meets Standards** level of performance.

Check here and detail on an attached page if standards are being modified for FY 2006-2007.

Meets Standards

Does Not Meet Standards

SECTION 4: APPRAISAL & DOCUMENTATION

Appraisal

Check only one rating level to appraise the employee's performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

Meets Standards

Does Not Meet Standards

Support for Appraisal

Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

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SECTION 5: PERFORMANCE IMPROVEMENT OR ENHANCEMENT

To be completed by supervisor and employee based on performance ratings from prior year and performance expectations for upcoming year. **Must be completed if overall evaluation is "Does Not Meet Standards".**

SECTION 6: SIGNATURES AND COMMENTS

Overall Appraisal Rating (from Section 2): Meets Standards

Does Not Meet Standards (will be re-evaluated in October 2006)

First-Level Supervisor

Date

Comments:

Second-Level Supervisor

Date

Comments:

Employee

Date

Notes: An employee's signature does not necessarily indicate agreement with this appraisal. An employee may request a review of the appraisal as explained in the "Review Process If Procedure Is Not Followed" available on UHR's website (<http://uhr.rutgers.edu/comp/P4PReviewProcess.htm>) or by calling University Human Resources at 732-932-3020.