

CAMPBELL UNIVERSITY
STAFF PERFORMANCE APPRAISAL

Employee Name: _____ Date: _____
Position Title : _____
Appraisal Period: From _____ (To) _____ Department: _____

DESCRIPTION

This instrument is used to assess and evaluate the achievements of staff employees of Campbell University. It is to be completed in consultation between the supervisor and the employee by (***no later than November 15 of each year***). It may be utilized for briefer periods as specified by the supervisor. The goals of the appraisal are:

- 1) **To Inform:** The supervisor and employee communicate openly about performance, carefully assessing the employee's strengths and weaknesses relative to responsibilities of the position.
- 2) **To Set Objectives:** The supervisor and the employee mutually establish objectives for the employee at the beginning of the assessment period.
- 3) **To Evaluate:** The supervisor and the employee evaluate results based on previously established objectives and performance standards.
- 4) **To Develop:** The supervisor and the employee identify actions that can be taken to enhance or improve the employee's professional development and performance.

ACCOMPLISHMENTS DURING THE APPRAISAL PERIOD

The supervisor and the employee will discuss and evaluate the objectives established at the beginning of the appraisal period as a means for identifying no less than three significant accomplishments during the appraisal period. Where possible, specific information on the accomplishments should be included (e.g., completion dates, percentages, numbers, dollars, etc.).

Objective: _____

Results: _____

Objective: _____

Results: _____

Objective: _____

Results: _____

OBJECTIVES FOR NEXT APPRAISAL PERIOD

In this section the supervisor and the employee establish a minimum of three objectives related to the overarching responsibilities of this position. Please remember that the best objectives are specific, measurable, achievable, results-focused, and time-bound. As appropriate, plans should be tied to specific projects:

Objective:

Objective:

Objective:

Additional Objectives:

OVERALL APPRAISAL

The supervisor should select one of the following options:

This employee's performance meets expectations.

This employee's performance exceeds expectations.

This employee's performance warrants a corrective action plan.

This employee might be eligible for promotion during the next 12 months to the position of _____

(Employee Signature)

(Date)

Employee Comments:

(Supervisor Signature)

(Date)

Supervisor Comments: