

AUBURN UNIVERSITY PERFORMANCE REVIEW/REPORT FORM FOR 6/1/05 - 12/31/05

Employee Information	This form is used as a guide for the supervisor when periodically reviewing the employee's performance compared to an established performance plan. When completed, it serves as a written record of that review for the employee, the supervisor, and the official university personnel file.
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Supervisor (Last, First and MI) _____ (please print)	Reviewer (Last, First and MI) _____
Please provide your SS# if this is the first time you have conducted a performance appraisal of this employee	

INSTRUCTIONS

See bottom of page 4

PERFORMANCE RATING DESCRIPTIONS

Rating	Description
	When compared to the Performance Plan the employee's performance:
1	Consistently failed to meet performance standards. A remedial action plan is being developed to include specific training, coaching, or other support, with a timetable to achieve specific results.
2	Occasionally failed to meet performance standards. An appropriate development plan has been established and is stated in the "Development Plans" section.
3	Consistently met performance standards.
4	Frequently exceeded the performance standards.
5	Consistently exceeded the performance standards. This is the highest level of performance that can be attained by the employee, and should be reserved for those few employees achieving results of the highest attainable level.

SUPERVISOR

Signature	Date
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EMPLOYEE

I have been advised of my performance ratings. I have discussed the contents of this document with my supervisor. My signature does not necessarily imply agreement. My comments are as follows:	
Signature	Date

REVIEWER

Comments (if any)	
Signature	Date

SUMMARY OF ACTUAL PERFORMANCE

RESPONDENT			SUMMARY OF ROTARY PERFORMANCE						
Resp. #		% Weight	Narrative to describe basis for performance rating	Performance Rating					
				1	2	3	4	5	
				1	2	3	4	5	
				1	2	3	4	5	
				1	2	3	4	5	
				1	2	3	4	5	
				1	2	3	4	5	

KEY JOB

SUMMARY OF ACTUAL PERFORMANCE

TOTAL
% WEIGHT

COMPLIANCE WITH POLICIES AND WORK RULES

Please use this space to comment on the extent to which the employee has complied with the University's policies and work rules (i.e. attendance, punctuality, etc.).

SUMMARY OF OVERALL PERFORMANCE

Please use this space to describe overall quality of performance.

PERFORMANCE DEVELOPMENT COMMUNICATIONS

INSTRUCTIONS

Consider the employee's knowledge, skills, abilities and overall contribution to the group's goals for customer service, productivity, and good working relationships, and complete the two sections below:

EMPLOYEE'S STRENGTHS

Discuss with the employee his/her strengths and list those here:

EMPLOYEE DEVELOPMENT PLANS

Discuss goals for enhancing job knowledge and skills and for improving job performance which have been identified during the performance review process and complete the following sections (see #10 below):

Development Areas	Detailed Action Plans for Developing Performance	Target Review Date

INSTRUCTIONS FOR SUPERVISORS

1. Refer to the Individual Performance Plan established at the beginning of the period and, for each responsibility listed in the Performance Plan, enter the responsibility number and corresponding percentage weight on pages 2 and 3 (make copies of page 2 if more space is needed) -
2. Consider the definition of each of the rating numbers - 1, 2, 3, 4, and 5 as shown on page 1. Determine the performance level for each responsibility and circle the corresponding number which best describes that level of performance.
3. Write one or more concise sentences to record the reasons you selected any ratings other than "21". A rating of "3" does not require supporting narrative, but may be included.
4. Write a general summary to describe the employee's overall performance.
5. Complete page 4 to record Strengths and Development Plans.
6. Discuss the report with the next higher line supervisor (the reviewer). Make any changes as agreed to by the supervisor and the reviewer. Sign the report form in the Supervisor section.
7. Discuss the report in detail with the employee. Ask the employee to sign the report form and give him/her an opportunity to write comments as they wish.
8. Ask the next higher line supervisor (reviewer) to complete and sign the "Reviewer" section.
9. Process in accordance with instructions from the Dean/Vice President. Ensure the employee receives a copy.
10. Supervisors should examine the formal training resources offered by Human Resource Development (HRD) to identify available training and development opportunities which might be entered here. HRD will review this section and for any development area not already covered by a program, will consider the preparation of a program to meet the need you have identified.