**Rutgers University**

**Performance Appraisal Form**

**Managerial, Professional, Supervisory, and Confidential (MPSC) Staff**

**Appraisal Period: 7/1/18 – 6/30/19**

**Employee Name:**

* **Notes:** Performance appraisals must be completed and employees notified of the performance appraisal results by September 30, 2019. For more detailed instructions, see the UHR website <http://uhr.rutgers.edu/p4p-overview> or call 848-932-3020 and ask to speak to an HR Consultant.

## SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties** (usea 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 or 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.)

1. **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 eligible employees perform their jobs efficiently and with professionalism, so it is expected that most will be rated in this category.
2. **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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Employee Name:

### 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 2017–2018 performance expectations for the Meets Standards level of performance.

Check here and detail on an attached page if standards are being modified for FY 2019–2020.

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.

1. **Meets Standards**
2. **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 reevaluated by December 16, 2019)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 the UHR website <http://uhr.rutgers.edu/p4p-ReviewProcess> or by calling University Human Resources at 848-932-3020.