

Route this form to:	U Wide Form UM 439
This form is for departmental use.	Rev: 06/08

Employee Performance and/or Probationary Appraisal

Employee Name		Employee ID	Job Code or Class No.	Class Title	Date Appointed in Class
DeptID	Entity	College/Administrative Unit	Schedule/Range No.	<input type="checkbox"/> Below Midpoint <input type="checkbox"/> At or Above Midpoint <input type="checkbox"/> At Maximum or Above	<input type="checkbox"/> Performance Appraisal <input type="checkbox"/> Probationary Appraisal <input type="checkbox"/> 3 mo. <input type="checkbox"/> 6 mo. <input type="checkbox"/> 12 mo.

Major Duties and/or Objectives	% Time or Importance	Performance Results	Performance Level
(Supervisor and employee list <i>major</i> duties and/or objectives at start)	(Optional)	(Supervisor summarize how employee performed in terms of quantity, quality and timeliness of work. Consider and note factors beyond the employee's control.)	(See page 2.)

Considering performance of separate duties and/or objectives, as well as their relative importance or frequency, *circle* the performance level that best indicates overall job performance. Supervisors may wish to multiply each performance level times percent-time of duties, total them and divide by 100, or use other weighting techniques. Round overall level to nearest whole number.

5	4	3	2	1
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Performance

Level	Performance Level Definitions
5	This employee usually does the best possible job in every respect. This employee consistently meets the highest performance standards.
4	This employee does the best job in most respects. This employee consistently exceeds acceptable performance standards.
3	This employee meets the job requirements. Work is on time and meets quality requirements. Occasionally, but not frequently, this employee exceeds acceptable performance standards.
2	This employee's work is deficient in quantity, quality and/or timeliness.
1	This employee's work is unacceptable.
Z	This employee has not been present in job long enough to properly evaluate.

If this rating marks the end of the employee's probationary period, does the employee pass probation? Yes No

Supervisors may chose to have preliminary performance appraisal discussions with employees before forwarding the appraisal form to the department head for comment. To insure fiscal and policy compliance, appraisals are not final until the department head has signed this form.

Supervisor's Signature	Date
Campus Address	Phone
Additional Comments	

Dean or Department Head's Signature	Date
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Employee's Signature - Means only that s/he had opportunity to review this appraisal.	Date
Employee's Comments	