

**THE UNIVERSITY OF SCRANTON
PROFESSIONAL STAFF APPRAISAL FORM - JOB DESCRIPTION**

NAME:		
TITLE:		DEPARTMENT:
DIVISION:		
APPRAISAL PERIOD	FROM:	TO:

Section I: Accomplishments during the Appraisal Period

- List each significant accomplishment during the current appraisal period. Refer to goals and developmental objectives agreed upon from previous performance evaluation. Be specific (numbers, dollars, percentages, and completion dates) where possible. Supervisory disagreements must be elaborated on in comment section.

GOALS & DEVELOPMENTAL OBJECTIVES

RESULTS

GOAL: OBJECTIVES:	
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GOAL: OBJECTIVES:	
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GOAL: OBJECTIVES:	
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GOAL: OBJECTIVES:	
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- Contributions to the Institutional Statement of Mission: Explain briefly how you have contributed to the goals identified in the Statement of Mission of The University of Scranton.**

Section II: Job Description Essential Components

(To be completed by evaluator & discussed with employee)

Please list the essential components of the job description in the area provided. For each job duty, indicate whether the employee meets expectations, exceeds expectations or needs improvement.

Exceeds Expectations: *Surpasses the standards and established performance expectations in this particular component.*

Meets Expectations: *Good performance. Consistently meets standards and Established performance expectations in this area of the job.*

Needs Improvement: *Performance does not meet expectations in some important areas of the job; below expected levels. Improvement needed.*

Key Job Factors: Please check the appropriate box. Use of this form requires comments on the level of performance for each factor.

Job Knowledge: _____

Exceeds Expectations Meets Expectations Needs Improvement

Comments:

Motivation: _____

Exceeds Expectations Meets Expectations Needs Improvement

Comments:

Problem Analysis/Decision Making:

Exceeds Expectations Meets Expectations Needs Improvement

Comments:

Communication (Oral & Written):

Exceeds Expectations Meets Expectations Needs Improvement

Comments:

Job Component Factors: Please check the appropriate box. Use of this form requires comments on the level of performance for each factor.

Job Component # 1: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 2: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 3: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job component # 4: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 5: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 6: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 7: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 8: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 9: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 10: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 11: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 12: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 13: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 14: _____

Exceeds Expectations Meets Expectations Needs Improvement

COMMENTS:

Job Component # 15: _____

Exceeds Expectations

Meets Expectations

Needs Improvement

COMMENTS:

Developmental Goals - Next Appraisal Period

Jointly set goals for development in specific areas. Choose those areas where development can result in either increased effectiveness in the current position or better preparation for future responsibilities. When appropriate, plans should be tied to specific projects.

GOAL:
OBJECTIVES:

GOAL:
OBJECTIVES:

GOAL:
OBJECTIVES:

GOAL:
OBJECTIVES:

Section III: Overall Evaluation (Please check one box)

- Employee's performance meets or exceeds expectations
- Employee's performance warrants a corrective action plan, developed with the assistance of Human Resources.

Section IV: Comments and Signatures

ADDITIONAL COMMENTS BY APPRAISER:	
SIGNATURE:	DATE:

COMMENTS BY INDIVIDUAL BEING APPRAISED:	
SIGNATURE:	DATE:

REVIEWED BY DEAN

SIGNATURE:	DATE:
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REVIEWED BY DIVISIONAL VICE PRESIDENT

SIGNATURE:	DATE:
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