

**THE UNIVERSITY OF SCRANTON
NON-EXEMPT STAFF APPRAISAL FORM - CHECKLIST**

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

SECTION I: JOB RELATED PERFORMANCE FACTORS

(To be completed by evaluator & discussed with employee) **Please check all that apply. Use comments section to clarify and cite examples as appropriate.**

JOB KNOWLEDGE: Knowledge of relevant theories, policies, procedures, laws or resources required to perform the job.

- Demonstrates ability to share expertise with others and/or is cross-trained in other unit functions.
- Frequently demonstrates knowledge by making recommendations that improve operations.
- Is often considered highly knowledgeable in the area and is used as a resource person.
- Consistently makes decisions on exceptional cases in a logical and consistent manner.
- Usually knows sources of information to get answers to questions.
- Does not familiarize oneself with changes in rules or procedures.
- Often fails to retain information or solutions to problems.
- Fails to keep informed of relevant updates in their area and has minimal understanding of job.

COMMENTS:

INTERPERSONAL SKILLS/RELATIONS: Dealing with clientele, co-workers, supervisors, and others.

Responding to suggestions, instructions, or feedback from supervisors

- Acts as University ambassador with students and parents
- Frequently cooperates and collaborates with others in resolving problems.
- Generally interrupts own work, when appropriate, to answer a question.
- Uses tact and diplomacy in handling sensitive situations or complaints, respects rules of confidentiality.
- Gains cooperation and respect from others and works well as part of a team.
- Remains tactful and polite when dealing with people including students.
- Perceives and reacts sensitively to the needs and viewpoints of others.
- Frequently becomes impatient or annoyed when someone does not "catch-on" to instructions immediately.
- Responds negatively to constructive suggestions about work performance and attitude on the job.
- Fails to deal tactfully with people.

COMMENTS:

ATTENDANCE: Punctuality, reliability, dependability, and availability.

- Maintains an exemplary level of attendance and is willing to change their schedule to accommodate University need.
- Arrives for work during adverse weather conditions to help meet department needs.
- Is willing to delay or work through break time to complete an assignment.
- Is consistently punctual and dependable.
- Frequently tends to report off from work under questionable circumstances.
- Frequently arrives late for work and/or upon returning from breaks or lunches.
- Personal commitments conflict excessively with work time.

COMMENTS:

QUANTITY OF WORK: Volume of work assignments completed. Includes setting priorities, following instructions, and meeting deadlines.

- _____ Volunteers to assist others in completing projects when own work is completed.
- _____ Routinely finishes assigned work ahead of schedule.
- _____ Consistently meets deadlines.
- _____ Occasional fails to meet deadlines for completion of assignments.
- _____ Completes fewer than expected assignments.

COMMENTS:

QUALITY OF WORK: Attention given to neatness, accuracy, and completeness when performing work assignments.

- _____ Demonstrates a high level of attention to detail and pride in work.
- _____ Shows originality of thought in completing a project.
- _____ Consistently completes projects that are mostly error-free and neat
- _____ Inconsistent work quality requires excessive supervisory attention.
- _____ Frequently misplaces documents.
- _____ Completes assignments that contain an unacceptable number of errors.

COMMENTS:

WORK MOTIVATION: Level of interest in the job, work effort, and taking action to achieve team goals.

- _____ Makes effective transitions to new assignments.
- _____ Often anticipates and tries to solve problems before seeking assistance.
- _____ Originates action rather than simply responding to events.
- _____ Frequently seeks additional assignments and/or responsibilities.
- _____ Generally fails to take action to correct performance deficiencies.
- _____ Maintains a minimum level of performance.
- _____ Is unwilling to take on projects that are time consuming but that will result in long-term gains.

COMMENTS:

COMMUNICATION: Ability to convey and understand information.

- _____ Is persistent and persuasive, when appropriate, without offending or irritating others.
- _____ States the problem directly and specifically, providing background and reason why an action was taken.
- _____ Consistently ensures understanding with listener before proceeding with discussion or explanation.
- _____ Follows directions well and asks questions to ensure understanding.
- _____ Frequently digresses from essential points, leading to excessively long conversations.
- _____ Is often misleading or inaccurate when answering questions.
- _____ Gets essential facts confused when something is explained.

COMMENTS:

RECORDKEEPING: Maintaining complete and accurate records and documentation.

- Documents important information, such as student complaints, etc. that may not be a primary job responsibility.
- Consistently keeps maintenance and repair logs updated.
- Retrieves records quickly.
- Frequently misplaces documentation and reports causing interruption and inconvenience.
- Fails to organize department records in an orderly, efficient manner.

COMMENTS:

DECISION MAKING/PROBLEM ANALYSIS: Applying rules and standards to work. Assessing situation and making sound decisions.

- Excels in suggesting optional solutions.
- Consistently compiles all available facts before making decisions.
- Makes logical decisions in the absence of supervisors when unanticipated situations warranting immediate action occur.
- Occasionally fails to use common sense to augment the interpretation of literal instructions.
- Generally fails to act in situations not specified in policies, directions, or procedures.
- Makes inconsistent or inappropriate interpretations of policies or rules.

COMMENTS:

FOR EMPLOYEES WHO HAVE SUPERVISORY RESPONSIBILITIES

SUPERVISING WORK: Organizing people, material and equipment to complete tasks and meet department goals.

- Recognizes employees for good performance and addresses poor performances issues quickly.
- Ensures equipment is properly maintained to facilitate productivity.
- Schedules vacations, personal days and staff to ensure adequate coverage.
- Recommends and/or implements changes that contribute to a more efficient operation.
- Generally fails to follow projects through to completion.
- Usually does not foresee problems that may hinder projects.
- Fails to distribute workload equitably.

COMMENTS:

MANAGING & DEVELOPING STAFF: Motivating and obtaining the cooperation of staff. Helping to resolve interpersonal problems and conflicts. Monitoring activities of staff and recommending appropriate action at the proper time.

- Sets examples regarding integrity, thoughtfulness, personal presentation and conduct.
- Consistently monitors employee attendance and performance and takes or effectively recommends action as appropriate.
- Supports cultural diversity.
- Encourages teamwork and harmony.

- _____ Frequently fails to address difficult situations effectively.
- _____ Regularly fails to explain why decisions are made.
- _____ Demonstrates favoritism among subordinates.

COMMENTS:

LEADERSHIP: Inspiring others to see and contribute to the achievement of the organizational vision.

- _____ Inspires others to work in the Ignatian spirit.
- _____ Frequently acts as a catalyst to bring about positive change and resolve problems.
- _____ Sets example regarding integrity, thoughtfulness, personal presentation and conduct.
- _____ Advocates for staff
- _____ Does not foster an environment that encourages the free exchange of ideas/issues.
- _____ Occasionally puts self-interest before teamwork.
- _____ Fails to confront difficult situations.

COMMENTS:

SECTION II. PROGRESS ON DEVELOPMENTAL OBJECTIVES FROM THE LAST APPRAISAL PERIOD

Example: Employee will obtain training and instruction to become fully functional on XYZ equipment.

Developmental Objective:

Developmental Objective:

Developmental Objective:

Developmental Objectives for the 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.

OBJECTIVE:
OBJECTIVE:
OBJECTIVE:
OBJECTIVE:

Section III: Overall Evaluation (Please check one)

- 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 NEXT HIGHER LEVEL OF SUPERVISION

SIGNATURE:	DATE:
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REVIEWED BY DEAN

SIGNATURE:	DATE:
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REVIEWED BY DIVISIONAL VICE PRESIDENT

SIGNATURE:	DATE:
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