

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

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

**SECTION I: JOB RELATED PERFORMANCE FACTORS**

(To be completed by evaluator & discussed with employee) *Use of this form requires comments for each factor.*

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

**COMMENTS:**

**INTERPERSONAL SKILLS/RELATIONS:** Dealing with clientele, co-workers, supervisors, and others. Responding to suggestions, instructions, or feedback from supervisors

**COMMENTS:**

**ATTENDANCE:** Punctuality, reliability, dependability, and availability.

**COMMENTS:**

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

**COMMENTS:**

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

**COMMENTS:**

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

**COMMENTS:**

**COMMUNICATION:** Ability to convey and understand information.

**COMMENTS:**

**RECORDKEEPING:** Maintaining complete and accurate records and documentation.

**COMMENTS:**

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

**COMMENTS:**

**FOR EMPLOYEES WHO HAVE SUPERVISORY RESPONSIBILITIES**

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

**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.

**COMMENTS:**

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

**COMMENTS:**

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

**Developmental Objective:**

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**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.

<b>OBJECTIVE:</b>
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<b>OBJECTIVE:</b>
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**Section III: Overall Evaluation (Please check one.)**

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

**Section IV: Comments and Signatures**

<b>ADDITIONAL COMMENTS BY APPRAISER:</b>
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<b>SIGNATURE:</b>	<b>DATE:</b>
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<b>COMMENTS BY INDIVIDUAL BEING APPRAISED:</b>
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<b>SIGNATURE:</b>	<b>DATE:</b>
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**REVIEWED BY NEXT HIGHER LEVEL OF SUPERVISION**

<b>SIGNATURE:</b>	<b>DATE:</b>
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**REVIEWED BY DEAN**

<b>SIGNATURE:</b>	<b>DATE:</b>
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**REVIEWED BY DIVISIONAL VICE PRESIDENT**

<b>SIGNATURE:</b>	<b>DATE:</b>
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