

# University of Scranton - Performance Appraisal

Staff Member's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Appraisal Year: \_\_\_\_\_

## Part 1: The Performance Appraisal

The supervisor and staff member reviewed key job duties and responsibilities.

The supervisor will use the staff member's job description and the following competencies, descriptions, and ratings to assist in completing performance appraisal

Mission		
Competency	Description	Rating

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## Part 2: Projects and Goals During the Rating Period

The reviewer and staff member will discuss and document one (1) to three (3) projects and/or goals that will be achieved during the rating period and that relate to the expected performance of the staff member's and department's goals. The following prompts can be used to establish projects and/or goals:

What is the project or goal that will be achieved?	How will the project or goal be measured?	What resources/training does the staff member need?	What is the expected timeframe to achieve the project or goal?
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Project/Goal 1:

Project/Goal 2:

Project/Goal 3:

## Part 3: Overall Rating

The supervisor will review the performance appraisal with the staff member, the department head, and the divisional vice president (if applicable).

Overall Rating (check one): Exceeds Meets Needs Improvement Unacceptable

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