

Performance Appraisal Form for SIPA Officers of Administration 2025-2026

FINAL ASSESSMENT OF JOB PERFORMANCE

Employee: _____
Job Title: _____
Department: _____
Evaluation Period: July 1, 2025 – June 30, 2026

PERFORMANCE RATING SCALE

Please review the following performance ratings carefully before completing the appraisal. Select the terms that best describe this employee's overall performance and contribution during the period under review in light of accomplishments, attributes, job description, predetermined objectives, and supervisory expectations.

Exceptional

N.B: This rating is achievable by any employee but should be given infrequently. Performance far exceeded expectations due to exceptionally high quality of work performed in all *essential* areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or University objectives.

Exceeds expectations

Performance consistently exceeded expectations in all *essential* areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

Meets expectations

Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

Improvement needed

Performance did not *consistently* meet expectations - performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met.

Unsatisfactory

Performance was consistently below expectations in most *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

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Exceptional
 Exceeds expectations
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 Improvement needed
 Unsatisfactory

QUALITY OF WORK: Work quality refers to effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems. Does the employee's work meet the requirements, expectations or desired outcomes? How accurate and complete is the work?

PRODUCTIVITY: Are the established goals for the evaluation period and expected results achieved in a timely and efficient manner? Is there a need to have work redone due to inaccurate or unacceptable work? Does the employee seek out additional tasks and projects to complete, or help others to complete their tasks and projects? Does the employee prioritize effectively?

KNOWLEDGE OF THE JOB: Does the employee exhibit the job-relevant knowledge and skill needed to perform the duties and requirements of the position? Does the employee exhibit knowledge of the methods, practices and equipment needed to do the job? Consider knowledge gained through experience, education, and specialized training. Does the employee seek to maintain current knowledge of changes in policies and procedures? Does the employee keep abreast of new developments and major issues in the field?
 Employee may at times be consulted by others for guidance.

ADAPTABILITY: How does the employee adjust to changes? Does the employee initiate or recommend beneficial changes in work procedures? Does the employee readily accept new assignments or temporary assignments outside the regular responsibilities? How does the employee work with people to create or foster civility within the work unit? How does the employee promote cultural competency within their work unit? Consider willingness to learn quickly, to adapt to changes in job assignments, methods, personnel, or surroundings.

DEPENDABILITY: How reliable is the employee in performing work assignments and carrying out instructions? Does the employee demonstrate an openness and willingness to learn from their colleagues, coworkers, or supervisors to advance their performance? Consider the degree of supervision required and the willingness to take on responsibilities and to be accountable for them.

INITIATIVE AND RESOURCEFULNESS: Does the employee see things to be done and then take appropriate action without being so directed? Consider ability to contribute, develop and/or carry out new ideas or methods. Consider ability to be a self-starter, to offer suggestions, to anticipate needs and to seek additional tasks as time permits.

JUDGMENT AND POLICY COMPLIANCE: Does the employee evaluate situations and make sound decisions, and use reasoning to identify, solve, and prevent problems? Does the employee exhibit knowledge of the University's/SIPA's policies and procedures applicable to his/her assignment? Does the employee exhibit willingness to comply with all reasonable requirements?

INTERPERSONAL RELATIONS AND CUSTOMER SERVICE: Does the employee exhibit a good level of interpersonal skills and have a good working relationship with most of his/her peers, subordinates, supervisors, customers, and the general public? Consider the respect and courtesy the employee shows to others, how the employee's behavior affects the work area, and the willingness of the employee to accept supervision. Does the employee exhibit appropriate supportive behavior toward the University, SIPA and their faculty and students? Does the employee exhibit willingness to work as a team member? Does the employee promote diversity, equity, inclusion throughout the client population with regard to their customer service and/or relationship building?

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SUPERVISORY PERFORMANCE

Please Note: If the employee being evaluated is a supervisor, complete this section in addition to Part I.

Exceptional
 Exceeds expectations
 Meets expectations
 Improvement needed
 Unsatisfactory

- | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>LEADERSHIP ABILITY: If relevant, is the supervisor able to get employees and co-workers to do willingly and well the duties that need to be accomplished? Does the employee deal effectively with challenging supervisory situations? Does the employee demonstrate cultural diversity as it relates to sensitivity across direct report(s), colleagues, and those of SIPA client population? Consider the ability to get the work done while being sensitive to the morale and satisfaction of those doing the work and the ability to function consistently and effectively in an objective and rational manner regardless of pressures.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>APPRAISAL AND DEVELOPMENT OF PEOPLE: If relevant, does the employee demonstrate ability to select, train and provide opportunities for development of staff by recognizing and improving their abilities? Does the employee have the ability to work in a collegial and collaborative manner to sustain a supportive working environment for staff? Consider the ability to exhibit fairness and impartiality with employees in assigning job duties and objectively appraising work performance.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>PLANNING AND ORGANIZATION: How effective is the employee in setting effective goals, planning ahead and establishing priorities? Consider the ability to make the most effective use of time, facilities, material, equipment, employees' skills and other resources. Examine ability to prepare and administer a budget effectively.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>COMMUNICATION SKILLS: To what extent does the employee demonstrate ability to communicate effectively in both oral and written expression with employees and his/her supervisor? Are issues confronted and resolved constructively? Consider the ability to help employees with their work problems, ability to keep employees informed of decisions and plans for own office as well as policies and procedures of SIPA and the University.</p> |

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Examples or reasons for giving the ratings in Parts I and II:

Recommendations for improvement:

Signature of Supervisor (print name/initials) _____ Date _____
Signature of Employee (print name/initials) _____ Date _____