

**Department of Communications and Agricultural Education
UNCLASSIFIED STAFF PERFORMANCE APPRAISAL FORM**

| | |
|----------------------|--|
| Employee's Name: | |
| Title: | |
| Appraisal Period: | |
| Supervisor's Name: | |
| Date Form Completed: | |

PERFORMANCE IN KEY AREAS

Identify key areas of responsibility and rate your performance in those areas. Attach additional sheets if necessary. Examples of key areas might include any combination of the following: items from your job description, departmental objectives, specific projects or assigned tasks, and/or other responsibilities required of your job.

Key Area No. 1

Description:

Completed? No Yes In Progress/Ongoing

Supporting details:

Key Area No. 2
Description:

Completed? No Yes In Progress/Ongoing
Supporting details:

Key Area No. 3
Description:

Completed? No Yes In Progress/Ongoing
Supporting details:

GOALS FOR NEXT APPRAISAL

List 2-3 performance goals for the next appraisal period. These should be specific areas of focus within or outside of daily position responsibilities related to professional or position growth; aspirational in nature.

1.

2.

3.

PROFESSIONAL DEVELOPMENT

Describe career goals and/or other professional aspirations. Are there specific seminars, courses, etc. that could be of value in helping you achieve these objectives?

ADDITIONAL COMMENTS BY EMPLOYEE (Optional)

Please use this space to provide any comments or concerns you might have about this appraisal.

PERFORMANCE OVERVIEW (Categorical descriptions are on the last page)

| To be completed by EMPLOYEE | | To be completed by SUPERVISOR | |
|--|---|---|----------------------------|
| A. Occupational Knowledge: Displays the knowledge and skills required of the position and as articulated by the employee's job description. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| B. Work Output: Completes assigned tasks within specified deadlines and in a manner consistent with expectations and instructions. (Consider quality and quantity of work where applicable) | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| C. Policy Adherence: Observes departmental and university policies regarding attendance, punctuality, use of various forms of leave, submission of time sheets, safety, and all other regulations as articulated by the university handbook and policies and procedures manual. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| D. Professional Integrity: Displays honesty and ethical behavior. Exercises good judgment. Acts as a role model to fellow staff. Upholds the K-State Principles of Community. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| E. Service Focus: Values the importance of delivering high-quality service to internal and external customers. Delivers service in a way that reflects positively upon the department and the university. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |

SUPERVISORY/MANAGERIAL PERFORMANCE (if applicable)

If the employee does not supervise any staff members or does not manage a defined area and/or budget, check below.

Employee does not supervise any staff members. Employee does not manage a defined area and/or budget.

| To be completed by EMPLOYEE | | To be completed by SUPERVISOR | |
|---|---|---|----------------------------|
| A. Staff Performance: Provides timely and accurate staff appraisals. Displays commitment to staff development. Staff performs well under his/her supervision. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| B. Management: Demonstrates good judgment when making departmental decisions. Resolves conflicts effectively. Delegates work appropriately. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| C. Administration: Submits required paper work on time and in an orderly fashion. Possesses desirable hiring and interviewing skills. Engages in efficient and sustainable departmental practices. Manages expenses properly (where applicable). | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |
| D. Leadership: Able to motivate and inspire staff. Shows commitment to Kansas State University's Principles of Community and core values. Promotes a culture of inclusion. Participates in civic activities, community service, and/or other special projects. | | | |
| Supporting Details: | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Significantly Exceeds Exceeds Meets Falls Below, Meets Min Falls Below, Fails to Meet Min Not Applicable | Supporting Details: |

SUPERVISOR COMMENTS (Optional)

Please use this space to provide any additional comments you might have about the staff member's performance and/or the appraisal process.

| Overall Appraisal Rating | CHECK ONE |
|---|------------|
| Significantly Exceeds Expectations. Consistent performance at an exceptionally high level individually and with others. Produces a large quantity of high-quality material in a timely manner. Performance clearly exceeds nearly all of position requirements and meets standards for the remainder. | 2 |
| Exceeds Expectations. Consistent performance at a high level individually and with others. Produces a consistent quantity of high-quality material in a timely manner. Performance clearly exceeds many of position requirements and meets standards for the remainder. | 1.5 |
| Meets Expectations. Strong, consistent performance, working individually and with others. Quality and quantity of work produced are consistent, appropriate and timely. Performance clearly meets all position requirements and may exceed in some. | 1 |
| Falls Below Expectations but has met Minimum Acceptable Levels of Productivity. Consistent performance, working individually and with others. Quality or quantity of work produced is inconsistent but timely. Performance meets some position requirements and needs improvement in all others. Overall performance must improve following a performance plan established at time of review. | .5 |
| Falls Below Minimum Acceptable Levels of Productivity. Performance fails to meet most position requirements. Quality or quantity of work produced is unacceptable. Performance must improve immediately and significantly. This rating results in no salary increase for the next contract period in which an increase is available. Employees with this rating are subject to non-reappointment, as outlined in the University Handbook C160.1-162.5. | 0 |

2 years ago _____
 Previous year _____
 Current year _____
3-year rolling average _____

SIGNATURES (in order to be obtained – employee signs after meeting with supervisor)

Please sign where indicated. Note: An employee's signature does NOT indicate agreement with the appraisal, but confirms that the employee and supervisor have met and discussed the appraisal. **Before the appraisal is discussed with the employee, the supervisor must obtain the signature of his/her own immediate supervisor for the "One-Level-Up" review.**

Immediate Supervisor: _____ Date: _____

One Level Up Review: _____ Date: _____

Employee: _____ Date: _____