



CSCU System Office  
Management / Confidential  
Annual Performance Appraisal

EMPLOYEE NAME	JOB TITLE		
DEPARTMENT	PERIOD COVERED	FROM	TO

FACTORS	Good or Better			Less Than Good		DEFINITION OF RATINGS
	E X C E L L E N T	S U P E R I O R	S A T I S F A C T O R Y	F A I R	U N S A T I S F A C T O R Y	
Evaluate the employee on the job now being performed based on the report period. Check (x) the rating category which most nearly describes your overall judgment for each of the job factors						EXCELLENT = Distinctly and consistently outstanding. SUPERIOR = Definitely above the norm. SATISFACTORY = Meets basic requirements FAIR = Need for improvement. UNSATISFACTORY = Definitely inadequate. NOTE: <i>Written explanations are required for ratings of "Less than Good", and they are recommended for ratings of "Excellent".</i>
<b>QUALITY OF WORK:</b> Thoroughness, accuracy and appearance of work, regardless of volume						EXPLANATION  _____ SUGGESTIONS FOR IMPROVEMENT
<b>QUANTITY OF WORK:</b> The amount of work produced under normal conditions, disregarding errors, and giving full consideration to contributions in all official areas.						EXPLANATION  _____ SUGGESTIONS FOR IMPROVEMENT
<b>DEPENDABILITY:</b> The ability to do assigned tasks on schedule under normal circumstances with a minimum of supervision. Unauthorized absence should be considered as it affects dependability.						EXPLANATION  _____ SUGGESTIONS FOR IMPROVEMENT
<b>ABILITY TO DEAL WITH PEOPLE:</b> Relationships with staff and the public; cooperativeness.						EXPLANATION  _____ SUGGESTIONS FOR IMPROVEMENT
<b>SUPERVISORY ABILITY:</b> (if applicable) The ability to delegate authority and accomplish assigned tasks through subordinates.						EXPLANATION  _____ SUGGESTIONS FOR IMPROVEMENT

<b>RATED BY:</b>	SIGNATURE	TITLE	DATE
<b>REVIEWED BY:</b>	SIGNATURE	TITLE	DATE
<b>EMPLOYEE:</b>	SIGNATURE	TITLE	DATE

**NOTE TO EMPLOYEE:**

Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating. The supervisor must give the employee a copy of the rating at the time the employee signs it. Should any subsequent change be made, all copies must be revised, and the change must be initialed by the employee