**WVSU**

**PERFORMANCE REVIEW FORM**

CLERICAL - TECHNICAL EMPLOYEES

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| Employee’s Name: | | Title: | | Date of Appraisal: |
| Supervisor: | | | Department Division: | |
| Appraisal Period  From:       To: | Employee in a Probationary Period? Yes  No | | | |

**Instructions**

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| Listed below are a number of performance standards covering qualities, traits and abilities that are important for success on the job. Carefully evaluate each of the standards separately and then place a (√) mark in the square next to the phrase which most nearly describes the person being rated. You may use (+) or (-) after each (√) should you deem it appropriate. On the line below each factor indicate briefly the specific job duties or traits the employee must improve upon and what he/she must do to improve any aspect of his/her work. In addition, include statements recognizing commendable performance. The form should be completed once annually on each employee in your unit after the first performance appraisal during the probationary period of a new employee, with the recommendation of retention or termination. |

**Levels of Performance**

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| --- | --- |
| Performance at Unacceptable Levels | Performance at a level much less than expected. Needs considerable improvement or little improvement has resulted from counseling. |
| Performance Meets Requirements | Performance satisfactory; consistently meets overall requirement. |
| Performance Substantially Exceeds Requirements | Performance consistently exceeds requirements. |

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| **Performance Standards** | **Unacceptable Level** | **Meets Requirements** | **Exceeds Requirements** |
| **A. Job Knowledge**  1. Job Knowledge: Consider the extent to which job objective, duties, and responsibilities are understood. | Has little or no grasp of job duties and responsibilities | Knowledge of job appears to be satisfactory | Well informed in all duties and responsibilities |
| 2. Technical Knowledge: Consider proficiency in application of methods, techniques, tasks, machines, equipment, materials, etc. necessary to accomplish work. | Has little or no grasp of technical aspects of job | Technical capability appears to be satisfactory | Thorough understanding of technical aspects of job |

**Comments or action to be taken:**

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| --- | --- | --- | --- |
| **B. Productivity**  1. Quality of work: Consider the extent to which the employee sets work standards and consistently achieves high quality results that relate to accuracy, neatness, thoroughness, dependability and usefulness of results. Also consider how frequently results need to be repeated. | Makes frequent or repeated errors despite counseling | Usually accurate and proper, errors of little consequence | Makes only very few mistakes, work of the highest quality |
| 2. Quantity of work: Consider how much acceptable work is produced in relation to reasonable expectations, availability of adequate resources, etc. | Too slow, does not meet minimum requirements | Volume of work is satisfactory | Very industrious, does more than required |

**Comments or action to be taken:**

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| --- | --- | --- | --- |
| **C. Self-Management and Related Factors Influencing Performance**  1. Punctuality and attendance: Consider adherence to attendance and punctuality standards. | Poor attendance and/or punctuality. Misses too much work to be productive | Attendance and/or punctuality is average | Rarely misses work, attendance excellent, always punctual |
| 2. Use of time and other resources: Consider how much time is organized and managed in meeting schedules, work projects, deadlines, priorities, appointments, etc. Also consider to what extent the employee strives to eliminate non-essential work, suggest cost saving measures, uses financial material and other resources. | Unorganized, fails to complete tasks in resourceful or timely manner | Fairly organized. Completes tasks on time using the most logical resources | Highly organized. Usually completes tasks on time, uses resources wisely |
| 3. Interpersonal relations: Consider effectiveness of interpersonal relations with staff, visitors, patrons, users of services, and general public. | Relationship with others unsatisfactory despite counseling | Maintains positive relations with others | Maintains highly productive relations with others |
| 4. Oral and written communications: Consider the effectiveness of oral and/or written communications as they relate to clarity, appropriateness, effect, etc. | Makes little or no effort to communicate or assist others | Usually considerate of others, few difficulties in communicating with others | Always considerate of others. Communicates effectively with others |
| 5. Critical thinking and decision making: Consider the extent to which prior thought and analysis of facts and situations are done before initiating action and problem solving. | Does not consider consequences, acts on impulse | Carefully considers actions and consequences | Weighs relevant factors before arriving at a sound decision |
| 6. Attitude and cooperation: Consider enthusiasm, courtesy, adaptability, flexibility, general disposition and spirit of cooperation in the work environment. | Poor attitude, uncooperative, resistant to change | Little resistance to change, works in harmony with others | Very cooperative, very good attitude |
| 7. Dependability: Consider the extent to which the employee can be counted upon to successfully carry out instructions and fulfill responsibilities, fulfilling promises, completing assignments, appointments, deadlines, etc. | Is not dependable despite counseling | Demonstrates satisfactory dependability | Extra ordinary dependability, consistently dependable |
| 8. Initiative and resourcefulness: Consider the extent to which the employee is self-starter and can handle unforeseen difficulties successfully. Also consider the employee’s ability to develop new ideas and handle usual work situations, does not require close supervision. | Possesses little or no drive, requires very close supervision | Possesses good initiative and is resourceful most of the time with limited supervision | Consistently a self-starter, requires very little supervision |

**Comments or action to be taken:**

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| **Performance Objectives and Development Plan** |

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| 1. Employee’s areas of strength: |
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| 2. Outline a plan for development covering specific training needs, self-development, or other approaches which will help the employee in accomplishing his/her responsibilities: |

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| **Overall Performance Rating** |

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| --- | --- | --- |
| Performance at Unacceptable Level | Performance Meets Requirements | Performance Substantially Exceeds Requirements |
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**Other Rater Remarks:**

**Employee Comments:**

If probationary employee, do you recommend retention as a regular employee? Yes  No  If no, explain:

A copy of this report has been given to me and has been discussed with me. This does not necessarily imply agreement or disagreement.

**Signatures:**

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| --- | --- | --- |
| Employee: | Title: | Date: |
| Supervisor: | Title: | Date: |
| Next Level Supervisor: | Title: | Date: |