

## Employee Performance Review

**Please complete, sign and return the original form to the Office of Graduate and International Studies and forward a copy to the Graduate Chair/Coordinator, Faculty Dean and employee.**

This form is meant to be an aid to both the employee and the supervisor in discussing the issues surrounding the employee's review. The six factors identified should provide a good starting point for discussion. We would encourage you to discuss these and any additional factors you determine are relevant to the position. Attachments are encouraged. Any concerns regarding the Employee Performance Review may be directed to the Department Chair/Director or the Faculty Dean.

**FACTOR – QUANTITY OF WORK:**

Supervisory Comments:

**FACTOR – QUALITY OF WORK:**

Supervisory Comments:

**FACTOR – INITIATIVE/WORK HABITS:**

Supervisory Comments:

**FACTOR – INTERPERSONAL SKILLS:**

Supervisory Comments:

**FACTOR – PLANNING, ORGANIZATION, ADAPTABILITY:**

Supervisory Comments:

**FACTOR – JOB KNOWLEDGE:**

Supervisory Comments:

**OVERALL PERFORMANCE:**

Unsatisfactory

Fair

Good

Outstanding

**SUPERVISORY COMMENTS:**

**EMPLOYEE COMMENTS:** Please provide recommendations for training and/or development possibilities including courses, workshops and on-the-job training that the Employer could provide during Professional Development Day or during the academic year.

Employee's Signature

Date

Supervisor's Signature

Date

Signatures indicate that both parties have reviewed the contents of the Employee Performance Review. The employee's signature does not necessarily indicate the employee's agreement with the supervisor's comments.

***Return original form to the Office of Graduate and International Studies***