

NCA Self Study
Criterion 5 Documents

Eastern Illinois University

Year 2014

Civil Service Performance Appraisal
Form

Office of Human Resources, EIU

This paper is posted at The Keep.

http://thekeep.eiu.edu/eiunca_resourcesplanning_docs/16

**EASTERN ILLINOIS UNIVERSITY
CIVIL SERVICE PERFORMANCE APPRAISAL**

APPRAISAL PERIOD: _____ to _____

Employee Name: _____

Department: _____

Scale: O=Outstanding, EE=Exceeds Expectations, ME=Meets Expectations, NI=Needs Improvement, U=Unacceptable. *Justification/comments are REQUIRED for all ratings of "Outstanding", "Unacceptable" or "Needs Improvement" (the latter two also require a work/performance improvement plan—use additional paper if necessary).*

JOB KNOWLEDGE

Overall knowledge and understanding of assigned duties, responsibilities, relevant policies and procedures

O	EE	ME	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

COMMUNICATION

Oral and written communication adequate for the position, listens effectively to and interacts appropriately with customers (students, faculty, staff, clients, vendors)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

TEAMWORK & CUSTOMER SERVICE

Willingness to assist co-workers and customers, ability to adapt to changing environments, makes a positive contribution to morale, work reflects pride taken in performing job, is personally accountable for own actions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

ATTENDANCE & PUNCTUALITY

Promptness at the start/end of the workday, meets the work schedule expectations of the position, acceptable long-term attendance record

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

INITIATIVE

Demonstrates a "self-starter" attitude, seeks help when needed, contributes toward overall goals, makes workable suggestions for improvements, displays commitment to self-improvement

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments _____

JUDGMENT & ORGANIZATION

Demonstrates good judgment in response to problems, analyzes decisions before implementing them, makes effective use of available resources, manages own time effectively

O **EE** **ME** **NI** **U**

Comments _____

PRODUCTIVITY & QUALITY

Consistent accuracy and thoroughness of work, work volume is appropriate for position, meets predetermined targets or deadlines, is able to handle multiple tasks simultaneously

Comments _____

SAFETY

Performs work activities in a safe manner, maintains a safe work environment, has knowledge of applicable safety rules, encourages safety among others

Comments _____

SPECIFIC JOB SKILLS/DUTIES (optional)

Comments _____

OVERALL RATING

Comments _____

All employees must sign their appraisal to indicate that they have read it. Signing does not signify agreement with the contents. The employee has the right to appeal this appraisal to the next supervisory level.

Supervisor Signature

Date

Organization Head Signature

Date

Employee Signature

Date