

The University of Southern Mississippi Performance Appraisal Instructions

Instructions: A current job description is needed to complete this performance appraisal. Essential tasks are numbered on the job description, and these task numbers match task numbers on this form. Using the performance levels indicated in the table below, rate employee performance on each essential task. An interview between the rater and employee is a necessary and mandatory step in the appraisal process.

Directions:

1. Fill in identification section at the top of the form.
2. Insert the weight for the task (from the job description) in the space provided.
3. Enter the level (1 through 5) that generally **best** describes the employee's performance on each task. Multiply the performance level for the task by the weight for the task, and insert weighted task score in space provided.
4. Add together all the weighted task scores, and insert the overall performance appraisal score in the space provided.

Be sure to check the accuracy of your calculations. The overall performance appraisal score is weighted to reflect the relative importance of tasks and can range from 1 (Unsatisfactory) to 5 (Superior). A section for comments is provided on the back of the rating essential tasks section.

Task/Duty Performance Levels	
Level	Description
1	Unsatisfactory indicates an unacceptable level of performance. Immediate improvement is required. Continued failure to meet position requirements may be grounds for disciplinary action.
2	Marginal indicates that not all work is at an acceptable level and some but not all of the job requirements are being met. Considerable coaching and development of skills are needed.
3	Satisfactory indicates an acceptable level of job performance on the job. Job requirements and performance standards have been accomplished.
4	Commendable indicates consistent performance at a level higher than expected and exceeds the job requirements.
5	Superior indicates outstanding performance and contributions to the organization on a continuous basis during the appraisal period. Work being completed is at the highest level of performance and far exceeds the job requirements.

**The University of Southern Mississippi
Performance Appraisal Form**

Job Title _____

Employee Name _____ **Employee ID** _____

Supervisor Name _____ **Title** _____

Department Name _____ **Budget #** _____

Vice Presidential Area _____

Period Covered: from _____ **to** _____ **Evaluation Date** _____

Purpose of review: **Annual Evaluation** **Probationary Review** **Other (Specify)** _____

Rating Essential Tasks/Duties: Number of Tasks on Job Description _____

Task	Performance Level					Task Weight	Performance Level
	1	2	3	4	5		
Example							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Overall Performance Appraisal Score							

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Additional Critical Aspects	Performance Level				
Example	1	2	3	4	5
Customer Service					
Attendance/Punctuality					
Ability to get along with Co-workers					
Ability to get along with Colleagues on Campus					
Overall Average Score (Add Columns and Divide by Four) Enter Average →					

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Comments- Use the comment section to include any additional comments that are relevant to the performance appraisal. For example, comments may include specific examples of good or poor performance, actions employee must take to correct performance that has been rated Unsatisfactory or Marginal, or actions employees should take to further develop capabilities to prepare for greater responsibility or advancement. The rater may also use this section to address each task individually. For example, list task 1, comments concerning task 1; list task 2, comments concerning task 2, etc. **Attach a word document with comments.**

Justification- Rater must justify any task that was rated a one (1) or a five (5). **Attach a word document with justifications.**

Number of Additional Pages Attached _____
(Each additional page must be signed by the rater, reviewer, and the employee. Please add the statement **End of Comments** immediately after the last comment.)

Overall Score from Page 1 _____
Overall Score from Page 2 _____

Rater Statement:

I certify that the above rating is accurate and complete to the best of my knowledge.

Rater Signature _____ Date _____

Employee Statement:

_____ I concur with appraisal.

_____ I do not concur with appraisal.

Employee Signature _____ Date _____

Reviewer Statement:

I certify that the above rating is accurate and complete to the best of my knowledge

Reviewer Signature _____ Date _____

Rater must ensure that employee has been given the opportunity to ask questions about the appraisal, the appraisal appeal mechanism has been explained to the employee, and the employee has been given a copy of the appraisal.

