



New Employee 180-Day Performance Review

This appraisal provides a written review of the employee's performance to date. It is important for supervisors to provide candid and specific feedback in their evaluation of employees. This review form will become part of the employee's personnel file.

EMPLOYEE ID #:		
Employee Name	Job Title	Department/Office
Supervisor Name	Appraisal Period	Date of Appraisal

Performance Rating Scale:

Exceeds expectations: Work performance is consistently above job expectations.

Meets expectations: Work performance consistently meets job expectations.

Below expectations: Work performance meets some, but not all, job expectations.

N/A – Not applicable: Not relevant to the job.

Competencies:

	Exceeds	Meets	Below *	N/A
Quality of work: Demonstrates accuracy, thoroughness and effectiveness				
Notes:				
Flexibility: Performs well under pressure; adaptable; welcomes change as an opportunity				
Notes:				
Initiative: Sets own constructive work practices; recommends new procedures; seeks creative solutions to obstacles or problems				
Notes:				
Dependability: Completes work in a timely manner and meets deadlines; follows through on plans and assignments				
Notes:				
Interpersonal Relations: Is cooperative, considerate and tactful in dealing with supervisors, subordinates, peers, faculty, students and others				
Notes:				
Organization: Work is well conceived, analyzed and carried out systematically				
Notes:				
Communication Abilities: Expresses thoughts clearly and concisely, both orally and in writing				



Notes:				
	Exceeds	Meets	Below *	N/A
Embraces Diversity: Fosters an inclusive workplace where diversity and individual differences are valued				
Notes:				
Facing Issues: Handles issues and seeks to resolve them by constructive action at his or her own level				
Notes:				
Utilization of Resources: Utilizes funds, staff and/or equipment economically and effectively				
Notes:				
Judgment: Exercises sound judgment; demonstrates awareness of work-related considerations in decision-making				
Notes:				
Growth and Development: Attempts to improve competencies in job-related areas; seeks opportunities to develop professionally				
Notes:				
*NOTES MUST BE PROVIDED FOR ANY "BELOW" RATINGS				

Goal Setting Worksheet (To be discussed and agreed upon by employee and supervisor.)

Goal Setting: List goals for the coming year that will support unit objectives and enhance job performance. We recommend using the **S.M.A.R.T.** criteria for setting effective goals:

- **Specific** – Helps staff member to understand exactly what is expected.
- **Measurable** – Measurements help staff member and supervisor understand when the expectation has been achieved.
- **Achievable** – Expectations should focus on end results.
- **Results-Oriented** – Expectations should be realistic.
- **Time--Specific** – Deadlines should be identified where applicable.

