

Western Connecticut State University  
Confidential Unclassified Employee – Annual Performance Appraisal

Employee Name:	Department:
Date:	Period Covered:

**INSTRUCTIONS**

Check the box above the horizontal line which most nearly coincides with your overall judgment of each quality.					
	<b>Less Than Good</b>				
<b>Job Elements</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Unsatisfactory</b>
<b>Knowledge of Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider knowledge of job gained through experience, general education, specialized training.	Well informed on all phases of work	Knowledge thorough enough to perform without assistance	Adequate grasp of essentials, some assistance	Requires considerable assistance	Inadequate knowledge
<b>Quantity of Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the volume of work produced under normal conditions, disregard errors.	Rapid worker – unusually large volume	Turns out large volume	Average	Volume below average	Very slow worker
<b>Quality of Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider neatness, accuracy, and dependability of results regardless of volume.	Exceptionally accurate	Seldom necessary to check work	Acceptable, usually neat, few errors	Often unacceptable; Frequent errors or rejections	Too many errors or rejections
<b>Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider tardiness and occasions of absenteeism.	Rarely late, rarely absent	Very seldom late, seldom absent	Seldom late, absent only occasionally	Frequently tardy or routinely absent	Habitually tardy or excessive absenteeism
<b>Ability to Deal with People</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with other staff and public. Consider harmony in and outside the work unit.	Brings credit to state service through cooperative dealings with staff and public	Harmonious relationships with staff and/or public	Adequate work relationships with staff and/or public	Reluctant to cooperate with staff and/or public	Creates problems through personal interaction with staff and/or public

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**Other Elements:** Consider other elements of job performance which are not included but are job related, i.e., problem solving, supervisory ability, dependability, judgment, etc.

Description(s) of Other Elements	Excellent	Very Good	Good	Fair	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Evaluation		
Excellent	<input type="checkbox"/>	Excellent in all elements
Very Good	<input type="checkbox"/>	No fair elements and majority of items rated very good or better
Good	<input type="checkbox"/>	Most elements rated good or one element rated fair
Fair	<input type="checkbox"/>	No unsatisfactory elements - two or more elements rated fair
Unsatisfactory	<input type="checkbox"/>	One or more elements rated unsatisfactory

**Comments:** (*Instructions:* Comments are encouraged on all elements of performance.)

<b>Rated By:</b>	Signature	Title	Date
<b>Employee:</b>	Signature	Title	Date