Technical Performance Review Short Form

Employee:					
Payroll Title:					
Supervisor:					
Department:					
Review Period:					
Date of Review:	Date of Review:				
Overall Rating (check one):					
Exceeds Expectations					
Meets Expectations					
Does Not Meet Expectations					
Position Responsibilities					
Job Knowledge Demonstrates expertise in the functional aspects of the position.					
Proficient	Acceptable	Needs Attention			
Productivity <i>Produces targeted outcomes effectively and efficiently; the volume of work completed is appropriate to the time allotted.</i>					
Proficient	Acceptable	Needs Attention			
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Accuracy Follows detailed procedures and ensures accuracy in documentation and data; carefully monitors gauges, instruments or processes; concentrates on routine work details; organizes and					
<i>maintains a system of records</i> Proficient	Acceptable	Needs Attention			
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Contribution to Research/Mission <i>Demonstrates understanding of and makes identifiable</i> contributions to research and/or teaching objectives, at a level appropriate to the position.					
contributions to research and/or teach Proficient	<i>hing objectives, at a level app</i> Acceptable	<i>ropriate to the position.</i> Needs Attention			
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College of Letters & Science

Performance rectors Communication Readily shares appropriate work-related information. Uses clear and appropriate language in speech and written work. Able to follow written and verbal instructions. Always Usually Insufficiently Dependability Consistently adheres to set work schedule and completes assignments in a timely fashion. Always Usually Insufficiently Interpersonal Relations Builds productive rapport with faculty, staff, and students at all levels within and outside the department. Always Usually Insufficiently Flexibility Adjusts performance to accommodate changes in departmental and lab direction and procedures. Always Usually Insufficiently Self Management Demonstrates initiative by setting priorities, regularly completing work on schedule and fulfilling commitment with minimal oversight. Always Always Usually Insufficiently Overall Assessment Signatures Date Supervisor: Date	Performance Factors				
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Department Head: I have received and read this performance evaluation. My signature indicates neither agreement nor disagreement with the evaluation.	e		Data		
I have received and read this performance evaluation. My signature indicates neither agreement nor disagreement with the evaluation.	Super visor:		Date		
disagreement with the evaluation.	Department Head:		Date		
Employee: Date					
	Employee:		Date		