Human Resource Services FORM RESOURCES
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If assistance is needed in completing this form, please contact Human Resource Services at the above address.

NONCLASSIFIED ANNUAL PERFORMANCE ASSESSMENT

INSTRUCTIONS: See Human Resource Services Policy and Procedure 5.110, Performance Assessment - Nonclassified Employees, for information on the use of this form. Completed annual assessments must be submitted to Human Resource Services (HR-Serv.net) not later than March 15 each year. See distribution block at bottom of form for information on copies and distribution. Ratings should be based on observed performance/behavior since the last annual rating, including review of any Supplementary Assessment Input Forms (SAIF) that may have been submitted during the time between the date of this assessment and the date of the last assessment. Attach additional page(s) for any items checked that require explanation.

Rated Employee:			MU ID #	
Rating Supervisor:				
Employee's Organization:				
Employee's Job Title:				
Assessment Period:	From:		To:	
The rated employee ☐ DOES / ☐ DOES NOT supervise other regular-status employees?				

PART I – ASSESSMENT OF ACCOMPLISHMENT OF FORMERLY-ASSIGNED GOALS/OBJECTIVES

1. Did this individual have goals set from the previous assessment?	Yes ☐ No ☐
2. If YES, the goals from the previous assessment are made a part of this assessment, and the questions below relate to those formerly agreed-upon goals. If NO, skip the next question.	
3. Please comment in the space below about rated employee's accomplishment of goals/objectives, with regard to quality, timeliness and efficiency of completion. Also comment on any circumstances that may have tended to prevent complete accomplishment of assigned goals and objectives. If more space is required, attach additional page(s).	
4. How would you assess the overall accomplishment of goals and objectives by the rated employee during this assessment period?	
☐ Outstanding (30) ☐ Satisfactory (10) ☐ Unsatisfactory (0) ☐ Other (requires explanation)	

PART II – ASSIGNMENT OF NEW GOALS/OBJECTIVES

5. The goals/objectives set forth below are to be agreed upon by both the rating supervisor and the rated employee. Accomplishment of these goals and objectives will be evaluated at the next annual performance assessment. If more space is required, attach additional page(s).

PART III – SUPPLEMENTARY ASSESSMENT INPUT FORMS

6. Were any Supplementary Assessment Input Forms submitted since the last annual performance assessment?	Yes ☐ No ☐
7. If Yes, comment briefly on the effect of those with regard to this assessment. Predominantly positive, predominately negative, represented additional, modified, or removed goals and/or objectives? If more space is required, attach additional page(s).	
8. What is the overall average character of any Supplementary Assessment Input Forms (SAIF) submitted since the last assessment?	
☐ Very Positive ☐ Positive ☐ Negative ☐ No SAIF submitted	

PART IV – SCORED ASSESSMENT COMPONENTS
MANAGEMENT CHARACTERISTICS

9. Stays on task and devotes sufficient time, energy, and attention to task at hand so as to expedite resolution of issues or completion of deliverables.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
10. Responds professionally to sudden or unexpected changes in work requirements.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
11. Makes necessary decisions/take necessary actions even when those are not popular.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
12. Tracks projects and assignments sufficiently to be able to report status as needed.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
13. Allocates assigned budget and other resources in an effective and fair manner, ensuring that mission needs are met.
☐ Strongly Agree (6) ☐ Agree (3) ☐ N/A (0) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
14. Demonstrates sound judgment, critical/creative thinking, and ethical reasoning.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)

SUPERVISORY CHARACTERISTICS

15. Supervises in a responsible and reasonable manner so as to obtain maximum cooperation and effort from reports.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
16. Resolves conflicts among assigned staff or between staff and him/her effectively and expeditiously.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
17. Supervises independently so that his/her supervisor does not have to intervene or provide supervision in his/her stead.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)

INTERPERSONAL CHARACTERISTICS

18. Communicates (speaks, writes, listens) in a professional, effective and timely manner that reflects favorably on him/her, the department and the overall organization.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
19. Resolves conflicts with other departments or stakeholders effectively and expeditiously.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
20. Represents his/her department/organization effectively in interactions with other units or with the public.
☐ Strongly Agree (6) ☐ Agree (3) ☐ N/A (0) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
21. Remains calm and displays self-control during times of pressure or stress.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)

PERSONAL DEVELOPMENT CHARACTERISTICS

22. Identifies weaknesses in personal skills set and takes action to achieve self-improvement.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
23. Responds in a mature and understanding manner to constructive criticism offered by others.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)
24. Demonstrates proficiency in required professional knowledge, judgment, and self-development.
☐ Strongly Agree (6) ☐ Agree (3) ☐ Disagree (-3) ☐ Strongly Disagree (-6)

OVERALL ASSESSMENT/MERIT RECOMMENDATION

25. What is your evaluation of the individual's overall performance during the rated period?
☐ Outstanding (20) ☐ Satisfactory (8) ☐ Unsatisfactory (0) ☐ Other (requires explanation)
26. In terms of overall performance and fitness for position, I would assign this individual to the following bracket among all persons I have ever supervised.
☐ Top One-Third (20) ☐ Middle One-Third (8) ☐ Lower One-Third (0)
Recommendation for award of merit pay.
☐ **Best Qualified** ☐ **Fully Qualified** ☐ **Not Qualified** ☐ **Other (requires clarification)**

PART V – TOTAL SCORE

Add up the values associated with boxes checked in items 4 and 9 through 26 above and enter total value in box to the right. Note that negative values subtract.	

PART VI - SIGNATURES

PARTICIPANT	PRINTED NAME	SIGNATURE	DATE SIGNED
RATED EMPLOYEE			
RATING SUPERVISOR			
NEXT-LEVEL SUPERVISOR			

DISTRIBUTION: Completed original to Human Resource Services one copy to rated employee, one copy to rating supervisor, and optional copy to next-level supervisor.

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