

**SECTION D-15.1**

**EXEMPT STAFF PERFORMANCE EVALUATION FORM**

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**University of Houston**  
**Staff Performance Appraisal**  
**Exempt Staff**

Date of Evaluation \_\_\_\_\_  
Employee Name \_\_\_\_\_  
Employee Social Security # \_\_\_\_\_  
Position Title \_\_\_\_\_  
Department \_\_\_\_\_  
College/Division \_\_\_\_\_

Reason for Evaluation  Initial Performance Appraisal  
 Annual  
 Other

Period of Evaluation From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_  
Title \_\_\_\_\_  
Dept/Unit \_\_\_\_\_

Reviewing Official Name \_\_\_\_\_  
Title \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Social Security # \_\_\_\_\_

Position Title \_\_\_\_\_

Department \_\_\_\_\_

College/Division \_\_\_\_\_

Dept/Unit \_\_\_\_\_

For Human Resource Use Only			
Date Received		Signatures verified	Rating
Date Entered		Entered By	

EXAMMPLE

## Section A – Work Performance

The rating for Section A is an overall assessment of the employee's work performance. The following issues are listed to assist the supervisor in appraising his/her work performance.

1. Has the employee performed the duties and responsibilities of the position as described in the current job description and job description addendum, if applicable? (attach copy of current job description and job description addendum, if applicable)
2. Has the employee met the individual goals and objectives established for the previous evaluation period? (attach copy of previous goals and objectives)
3. As applicable, has the employee managed the staff and resources provided to support his/her position?

Section A Rating	1 Not Satisfactory	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding
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Section B – Work Outcomes and Behaviors	Ratings				
	Not Satisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
1. Quality of Work Competently performs duties and responsibilities	1	2	3	4	5
2. Job Knowledge Understands assigned duties and responsibilities and is capable of performing those duties	1	2	3	4	5
3. Interpersonal Skills Cooperates and effectively interacts with the university community and external constituents	1	2	3	4	5
4. Communication Skills Expresses thoughts and ideas through comprehensible verbal and written communications	1	2	3	4	5
5. Judgment Renders decisions and conclusions using sound judgment based upon evaluation of relevant facts	1	2	3	4	5
6. Leadership Motivates, develops and supervises staff and/or assumes a leadership role in the performance of his/her duties	1	2	3	4	5
7. Initiative Takes appropriate actions with minimal direction, contributes to the success of the organization by developing options and recommending solutions	1	2	3	4	5
8. Planning and organization Anticipates needs, sets realistic goals and objectives, prioritizes tasks and may delegate responsibilities to achieve objectives	1	2	3	4	5
9. Dependability Takes responsibility for carrying out commitments and obligations of the position	1	2	3	4	5
10. Adaptability Adapts to changes in priorities and deadlines, and manages under pressure	1	2	3	4	5
Total Points					
(Total points divided by 10)					
Section B Rating					

Section A Rating   
 Section B Rating +   
 Total Rating

### Ratings Scale:

9.6 – 10.0 Outstanding  
 7.6 – 9.5 Exceeds Expectations  
 5.6 – 7.5 Meets Expectations  
 3.6 – 5.5 Needs Improvement  
 3.5 or Below Unsatisfactory- 90 day performance probation

Strength(s) (attach additional page if necessary):

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Area(s) needing development (attach additional page if necessary):

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Goals and objectives for next appraisal period (attach additional page if necessary):

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Supervisor's Signature

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Date

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Reviewing Official's Comments:

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Reviewing Official's Signature

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Date

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Employee's Comments:

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Employee Acknowledgement:

I have read and understand this performance appraisal. I have had the opportunity to discuss this performance appraisal with my supervisor and have entered any comments that I felt were appropriate. I understand that I have the option of filing a written rebuttal to this appraisal within five (5) working days of receiving it. My signature indicates only that I have read and reviewed the Staff Performance Appraisal and that I have received a copy. My signature does not necessarily indicate that I agree with the appraisal.

Employee's Signature

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Date

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## Staff Performance Appraisal Exempt Staff Supervisor Instructions

### Page 1: Cover

The cover page identifies the employee, supervisor, reviewing official, and dates of evaluation. All blanks must be completed.

### Page 2: Section A – Work Performance

1. Attach employee's job description and job description addendum, if applicable, and individual goals and objectives for the previous evaluation period.
2. Rate work performance as an overall assessment of the employee's performance of his/her job duties and responsibilities and achievement of individual goals and objectives. Circle the appropriate numerical rating.

### Page 2: Section B – Work Outcomes and Behaviors

1. Rate employee's work outcomes and behaviors for each category by circling the appropriate numerical rating.
2. Total the ratings and divide by 10 for a total rating for Section B.

### Page 2: Total Rating

Add the Section A rating to the Section B rating for a total rating.

### Page 3: Supervisor's Statement

Discuss employee's strengths, areas needing development and goals and objectives for the next appraisal period. Goals and objectives should conform to departmental goals and include professional development opportunities.

### Page 3: Approvals

1. Sign and date appraisal as supervisor.
2. Secure reviewing official's signature and comments, if applicable, and date.
3. Discuss appraisal with employee. Allow employee to record comments. Secure employee's signature and date. If employee refuses to sign, indicate refusal, initial and date.
4. Forward completed performance appraisal to Human Resources.

More detailed instructions may be found in the Staff Performance Appraisal Supervisor's Guide and in MAPP 02.01.04, Staff Performance Appraisals.