

## **Staff Performance Appraisal Form Handwritten Instructions**

The Staff Performance Appraisal form is a tool to assist supervisors in evaluating the employee's level of success in meeting the requirements of their positions. This tool will also aid the supervisor in making decisions regarding merit compensation, employee development strategies, succession planning and delegation of work.

Instructions for the handwritten form:

- Print out the form.
- Complete the header to include the employee's name, job title, department and the review period. The review period should be the span of time under evaluation (for October 2009 merit, the review period would be September 2008 - August 2009).
- For each of the ten value statements, enter a letter value from the table that best describes the employee's performance in that specific skills. Then enter a numerical value from the scale, weighting the alpha rating. Enter supportive details (such as specific date of a specific incident) and/or goals for development that correspond to the specific value/skill being rated.
- On the handwritten form, you will need to manually calculate the overall rating by adding all of the numerical values and then dividing that sum by ten (10). Enter this result in the overall rating box.
- If the employee's manager is not the department head, review the employee's evaluation with your manager prior to presentation to the employee.
- Sign and date the form.
- Schedule a meeting with the employee to review the appraisal.
- Present the form to the employee so that the employee may enter commentary and then sign and date the form.
- Once the employee has signed the form, offer them a photocopy.
- Forward the original signed form to Human Resources.

Should you have any questions, please contact Human Resources at ext. 8100.