

Staff Performance Appraisal Form Online 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 online entry form:

- Open the form labeled "online entry".
- Complete the header by clicking on the appropriate data cell and typing in the information 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, select a letter value from the drop-down list that best describes the employee's performance in that specific skill. Then type in 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 by typing the data into the cell.
- With the online entry form, the overall rating automatically calculates.
- When you have completed your entry into the form, save the documents on your hard drive with a unique file name (such as EMPLOYEEName-PA-2009.xls).
- Print out a copy of the completed appraisal and sign and date the form. If the employee's manager is not the department head, review the employee's evaluation with your manager prior to presentation to the employee.
- 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.