

LINCOLN UNIVERSITY

**Performance Management and Professional Development Record for
Non-Academic Employees**

**Name
Job Title
Department
Time in Position**

Review Period:

Probationary	for the period	to
Annual	for the period	to
Special	for the period	to

The following recommendations are designed to assist you in evaluating the performance of your employees .

1. **Advise** the employee of your approximate evaluation timetable so that he or she may also prepare. Encourage the employee's participation.
2. **Complete** this form considering the employee's performance during the entire review period. Evaluate performance using the following ratings:
 - **DEFICIENT (DEFI):** This describes performance that is unacceptable and needs improvement. (Individuals with ratings in this category should either move up in performance level or out of the position in a short period of time.)
 - **MARGINAL (MARG):** This rating describes performance which meets the very minimum position requirements and which could be improved through training, development, experience and/or application.
 - **PROFICIENT (PROF):** Performance is fully acceptable and results are achieved. This rating describes performance that demonstrates the required skills and knowledge for the position and sometimes exceeds expectations.
 - **COMMENDABLE (COMM):** Performance is consistently above requirements. This rating describes performance that regularly exceeds expectations and demonstrates the ability to assume additional responsibilities.
 - **OUTSTANDING (OUTS):** Performance far exceeds requirements. This rating is used as special recognition for extraordinary performance that has significant impact on the organization.
3. **Conduct** the evaluation discussion:
 - Schedule a specific time, assuring privacy without interruptions
 - Explain the purpose and your agenda intent
 - Encourage response from the employee and two-way communication
 - Discuss your ratings using specific examples
 - Recognize areas of achievement and identify opportunities for improvement
 - Determine developmental needs and plan performance goals for the next review period
4. **Forward a signed copy of the completed performance appraisal form to the Human Resource Services office for inclusion in the employee's personnel file.**

EVALUATION OF ESSENTIAL JOB FUNCTIONS

Review the employee's Job Description, list essential job functions, rate and evaluate performance in relation to the position's essential function requirements.

1.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

2.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

3.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

4.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

5.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

6.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

7.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

8.) _____	' DEFI ' MARG ' PROF ' COMM ' OUTS

9.)	' DEFI ' MARG ' PROF ' COMM ' OUTS

Use insert if necessary to evaluate additional responsibilities

PERFORMANCE FACTORS

Review the following factors in relation to performance of job duties and make specific comments in support of rating selected:

QUALITY:	' DEFI ' MARG ' PROF ' COMM ' OUTS
How does it compare with accepted performance standards? Does it reflect sound job knowledge and sensitivity to client needs? Comments:	

QUANTITY:	' DEFI ' MARG ' PROF ' COMM ' OUTS
How much acceptable work is produced in relation to anticipated deadlines and the employee's prior experience on similar assignments? Comments:	

USE OF WORK TIME:	' DEFI ' MARG ' PROF ' COMM ' OUTS
How well does the employee utilize available time in performance of responsibilities? Comments:	

INTERPERSONAL RELATION:	' DEFI ' MARG ' PROF ' COMM ' OUTS
How well does the employee work and interact with others to accomplish job requirements? Comments:	

COMMUNICATION:	' DEFI ' MARG ' PROF ' COMM ' OUT
How effectively does the employee handle internal and/or external communications? Comments:	

DEPENDABILITY:	' DEFI ' MARG ' PROF ' COMM ' OUTS
To what extent can the employee be relied upon to be punctual, in attendance and complete assignments within budget and time requirements? Comments:	

SPECIAL ACCOMPLISHMENTS:

Describe any accomplishments or special achievements that had significant impact on the department or organization

EVALUATION OF GOALS AND OBJECTIVES:

Review goals and objectives for this review period, evaluate results achieved, and identify goals to be met within the next review period.

1.) Present Review Period

2.) Next Review Period

