

MURRAY STATE UNIVERSITY
Performance Appraisal
Non-Exempt (Hourly) Employees

CONFIDENTIAL
Except for
Management Decisions
and Administrative Hearings

Employee Name	Evaluation Period	Date
Job Title	Department/Office	

Unsatisfactory: Job performance is less than adequate in all respects; significant improvement required.
Needs Improvement: Performs at a less-than-adequate level in some respects; is able to meet major goals in some areas, but does not function fully in all ranges of job responsibility.
Satisfactory: Performance meets the job standards and is what is expected of a qualified employee performing the total responsibilities of the job.
Exceeds Requirements: Performs job in superior fashion. Meets or exceeds most major goals and functions well in all ranges of job responsibilities.
Exceptional: Functions in outstanding manner; exceeds goals in all major job responsibilities.

PERFORMANCE FACTORS

1. Job Knowledge

Consistently exhibits a complete understanding of job duties, equipment and appropriate work methods. Able to perform a wide variety of job-related tasks.

Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Requirements	Exceptional
1 2	3 4	5 6	7 8	9 10

Comments: _____

2. Job Skills

Consistently demonstrates skills essential to the effective performance of current position.

Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Requirements	Exceptional
1 2	3 4	5 6	7 8	9 10

Comments: _____

3. Quality of Work

Consistently meets quality requirements of accuracy, thoroughness and efficiency.

Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Requirements	Exceptional
1 2	3 4	5 6	7 8	9 10

Comments: _____

4. Quantity of Work

Puts forth consistent effort and successfully completes assigned tasks in a timely manner without sacrificing quality.

Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Requirements	Exceptional
1 2	3 4	5 6	7 8	9 10

Comments: _____

5. Attitude/Interpersonal Skills

Consistently works enthusiastically, harmoniously and effectively toward objectives with co-workers, supervisors and others; conveys a professional and positive image when representing the University.

Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Requirements	Exceptional
1 2	3 4	5 6	7 8	9 10

Comments: _____

6. Initiative

Consistently accepts additional assignments and follows up; accepts responsibility for completion of assignments; expends the effort and time necessary to do the job well.

		Needs				Exceeds			
Unsatisfactory		Improvement		Satisfactory		Requirements		Exceptional	
1 2		3 4		5 6		7 8		9 10	

Comments: _____

7. Adaptability

Consistently conforms and learns to adapt to changing job requirements.

		Needs				Exceeds			
Unsatisfactory		Improvement		Satisfactory		Requirements		Exceptional	
1 2		3 4		5 6		7 8		9 10	

Comments: _____

8. Dependability

Consistently meets attendance/punctuality commitments; follows tasks through to completion and ensures their success. Accepts responsibility for his/her actions and decisions.

		Needs				Exceeds			
Unsatisfactory		Improvement		Satisfactory		Requirements		Exceptional	
1 2		3 4		5 6		7 8		9 10	

Comments: _____

9. Judgment/Decision Making

Demonstrates an understanding of the relationship between the work performed and work being performed by others; analyzes problems where appropriate and determines necessary actions; effectively handles pressure/crisis situations.

		Needs				Exceeds			
Unsatisfactory		Improvement		Satisfactory		Requirements		Exceptional	
1 2		3 4		5 6		7 8		9 10	

Comments: _____

10. Safety & Health

Ensures that a safe work environment is maintained and that work areas are orderly, clean and free from hazards. Follows all safety rules and cooperates with safety programs.

		Needs				Exceeds			
Unsatisfactory		Improvement		Satisfactory		Requirements		Exceptional	
1 2		3 4		5 6		7 8		9 10	

Comments: _____

Total Possible Score: 100

90 - 100 Exceptional	70 - 89 Exceeds Requirements	50-69 Satisfactory
30 - 49 Needs Improvement	0 - 29 Unsatisfactory	

Total Score

Employee Comments: _____

Supervisor Signature

Employee Signature An employee's signature on this form means the employee has seen the form, but it does not imply that the employee agrees with the evaluation.

Date
Additional narrative information, if appropriate, may be attached

Date