

**PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS  
AND  
PROFESSIONAL PERSONNEL  
BALL STATE UNIVERSITY**

EMPLOYEE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

POSITION NUMBER: \_\_\_\_\_

This form is designed to facilitate the performance appraisal process of academic administrators and professional personnel at Ball State University. In preparing to assess performance, it is helpful to seek input about performance, accomplishments, and attainment of goals set forth prior to the appraisal conference (Employee Input Form). The manager should review the employee's performance standards and goals set in the previous year's evaluation, the employee's job description or at least the five major responsibilities of the position, and then evaluate the employee's performance for the current year. This form should then be completed, and it is required that the manager meet with the employee to openly discuss performance in the areas being appraised.

When applicable, the manager should also work with the employee to outline a development plan--a specific plan for improvement in the employee's job performance and/or plans for the employee's career development or personal growth. If there are deficiencies in the employee's performance, it may be necessary for performance appraisals to occur more frequently than annually. In any case, communication should be an ongoing process.

Remember, there are three purposes for the performance appraisal process:

1. A feedback mechanism to foster individual growth and development through counseling and coaching
2. A control mechanism to monitor performance, behavior, and goal attainment
3. A form of documentation to prove that adequate and appropriate communication took place between the manager and the employee prior to the initiation of any personnel action affecting the employee.

FORM 1

(8/97)



## **APPRAISAL OF JOB DUTIES AND RESPONSIBILITIES**

Directions: List a minimum of five major job responsibilities for this position. Then address the issues of **Strengths** and/or **Areas for Growth** for each of the five. Please attach pages as necessary.

### **JOB DUTIES AND RESPONSIBILITIES**

1.

**STRENGTHS:**

**AREAS FOR GROWTH:**

**COMMENTS:** (Can include satisfactory performance here.)

2.

**STRENGTHS:**

**AREAS FOR GROWTH:**

**COMMENTS:** (Can include satisfactory performance here.)

3.

**STRENGTHS:**

**AREAS FOR GROWTH:**

**COMMENTS:** (Can include satisfactory performance here.)

4.

**STRENGTHS:**

**AREAS FOR GROWTH:**

**COMMENTS:** (Can include satisfactory performance here.)

5.

**STRENGTHS:**

**AREAS FOR GROWTH:**

**COMMENTS:** (Can include satisfactory performance here.)

### APPRAISAL OF ADDITIONAL FACTORS

KEY: U-Unsatisfactory, N-Needs Improvement, S-Satisfactory, G-Good, O-Outstanding, NA-Not Applicable						
Characteristics	Performance					
	U	N	S	G	O	NA
<b>Communication Skills (oral, written)</b>						
<b>Interpersonal Skills / Attitude and Cooperation</b>						
<b>Leadership</b>						
<b>Management / Organizational Skills</b>						
<b>Problem Analysis/Judgment</b>						
<b>ADDITIONAL COMMENTS:</b>						

I certify that this report has been discussed with me, and I understand my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's signature

\_\_\_\_\_  
Date