**Eastern Oregon University**

**Classified Employee**

**Report of Performance Appraisal**

**Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Report For: 6 month/promotional trial service\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Goals

1. Were your preceding year’s personal or unit’s goals met, exceeded, or missed?
2. Are your goals appropriate for the unit for the upcoming year?

# Duties

Describe how duties were performed and the overall quality of work completed during the appraisal period. Describe any especially noteworthy achievements ore areas for potential improvement.

# BEHAVIOR

Describe employee behavioral factors including attitudes towards work and colleagues, work practices, communication practices, judgments and decision making.

# DEVELOPMENT

Describe employee’s continuing development and training experiences during the appraisal period.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee Date Signature of Supervisor Date Employee signature signifies only that the employee has seen this appraisal and discussed it with the supervisor.

Rev 5/22/17