Revised 02/2018

MURRAY STATE UNIVERSITY Performance Appraisal Exempt Salaried Employees

CONFIDENTIAL Except for Management Decisions and Administrative Hearings

Employee Name		M#		Date			
Job Title		Department/Office	1	Evaluation Period			
		ent: Frequently fails to meet standards. erally meets standards.	_	requently exceeds stan	 		
Rate the employee on f	factors described be	elow: Additional comments may be	attached.	Needs Improvement	Satisfactory	Outstanding	Excellent
ob Knowledge, Skills and understands how the job		ne knowledge and skills to do the job; e organization.					
Planning/Organizing: Plan priorities.	ns and organizes the	work effectively; works systematically	; sets				
Quality of Work: Works a	accurately, thoroughl	y and effectively.					
	•	here appropriate; commits to a course itions taken; properly balances risk/rew					
	•	written and oral; communicates well la when needed; influences others effectiv	• •				
Feamwork: Works well wattitude at work.	vith others; represent	ts group or department effectively; pos	sitive				
.eadership/Management Dependability: Meets resp		otivates others toward goals and objec to work schedules.	tives.				
nitiative: Demonstrates enterprise and determination.							
Supports the Mission of t	the University.						
Additional Factors: Addit	ional factors, if appro	ppriate, may be attached.					
Overall Rating:							

Major Accomplishments (including progr	ress towards goals and obj	ectives):	
Major Strengths on the Job:			
Where Better Results are Needed:			
Professional Development Needs:			
Action Plans for Performance Improvement	ent:		
Position Description Reviewed: (If position description changes, contact			
Employee	Date		HR USE ONLY Reviewed By:
Supervisor	Date		Vice President/President Signature
Next Level Supervisor (PLEASE PRINT)	Signature		Date