

MURRAY STATE UNIVERSITY

Performance Appraisal

Non-Exempt (Hourly) Employees

CONFIDENTIAL
 Except for
 Management Decisions
 and Administrative Hearings

Employee Name	M#	Date
Job Title	Department/Office	Evaluation Period

Needs Improvement: Frequently fails to meet standards. **Outstanding:** Frequently exceeds standards.
Satisfactory: Generally meets standards. **Excellent:** Consistently exceeds standards.

1. Job Knowledge, Skill and Abilities

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

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

2. Quality of Work

Meets quality requirements of accuracy, thoroughness and efficiency.

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

3. Quantity of Work

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

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

4. Initiative

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

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

5. **Teamwork**

Exhibits a willingness to work enthusiastically, harmoniously and effectively with co-workers and supervisors. Exhibits a positive attitude at work.

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

6. **Dependability**

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

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

7. **Judgment/Decision**

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 Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

8. **Adherence to Policy**

Adheres to university and departmental policies and procedures.

Needs Improvement	Satisfactory	Outstanding	Excellent
1	2	3	4

Comments:

Total Possible Score: 32	32 - 26 Excellent	25 - 19 Outstanding	Total Score: _____
	18 - 12 Satisfactory	11 - 8 Needs Improvement	

Employee Comments:

Note: An employee's signature indicates they are aware of the evaluation results and they have been reviewed with them.

Employee Date

Supervisor Date

Next Level Supervisor Date

HR USE ONLY
Reviewed By: _____
Vice President/President Signature _____
Date _____