

## Business Centers, HR/Finance COE, and kNEXT SET Performance Appraisal

Employee Name:	Employee ID:
Supervisor Name:	
Feedback Period: From	through December 31, 2024

## Instructions

Instructions are listed for each section. The supervisor should provide a copy of the signed feedback form to the employee after discussing and administering, retain the original for departmental files, and scan and send a signed copy with all attachments to their HRBC.

## I. Discussion and Feedback Questions

To be completed by the employee.

All applicable staff should answer the questions on pages two and three and provide their feedback to their supervisor prior to their one-on-one meeting/discussion.

For your information, answers on this form are limited to 600 characters. If needed, you may attach additional pages.

ado	additional pages.					
1.	What accomplishments are you most proud of this past year? (Refer to the 2024 Goal Planning Form).					
2.	What do you feel you are the most proficient at in your job/role?					
3.	What aspects of your job/role do you feel has the most room for development or improvement?					
4.	What has surprised you the most about your job/role?					
5.	What do you hope to achieve over the next year?					
6.	What do you feel you can improve on in your job/role?					

7.	Do you feel like you have an overarching understanding of your role and responsibilities? If not, please explain why.
8.	Do you feel you have everything you need to do your job?
9.	Do you feel you work well with the rest of the team?
10.	What can your supervisor do to help you succeed in the next year?
11.	What other information would you like to share about this past year?
12.	Do you have a copy of your most recent position description?YesNo If no, please discuss with your supervisor to obtain a recent copy.

## **Performance Factors**

To be completed by the supervisor.

Each supervisor will provide standardized feedback to their employees on the following key performance indicators using the definitions below:

- Distinguished: Exceeds performance expectations on a consistent and uniform basis in areas of responsibility. In addition, makes a unique or significant contribution well beyond performance expectations through remarkable achievement and pacesetting performance.
- Exceeds Expectations: Achieves performance expectations and at times exceeds them.
- Meets Expectations: Fulfills performance expectations. Level of performance is effectively and consistently maintained.
- Needs Improvement: Fails to consistently fulfill performance expectations, possibly due to certain mitigating circumstances that may or may not have been under their control. Improvement(s) may be required in order to fully achieve expectations on a continuous basis.

Unsatisfactory: Fails to fulfill most of the performance expectations. Regularly fails to meet or exceed required outcomes. Immediate improvements are required by the next performance evaluation.

Job Knowledge: A	bility to demonstrat	e an understanding o	f job duties and respon	sibilities.
Distinguished	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Adaptability/Flexib	<b>cility:</b> Ability to posi	tively adjust to new p	rocesses and situations	S.
Distinguished	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Judgment: Ability t	o achieve logical co	onclusions to make ap	propriate choices.	
Distinguished	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Interpersonal Rela	itionships: Ability t	o work harmoniously	and effectively with oth	ers.
Distinguished	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Customer Focus:	Ability to listen, sup	port, respond, and de	monstrate a customer	centered approach.
Distinguished	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Initiative: Ability to	be resourceful, acti	ve in problem solving	, willingness to fulfill re	sponsibilities.
Distinguished	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory

Dependability: Abil	ity to be co	nsistent	and reliable in perfor	ming job responsibil	ities.	
DistinguishedExcee			Meets Expectations	Needs Improvement	Unsatisfactory	
Staff Development decisions that impact				Ability to effectively	ead, manage, and make	
Distinguished	Exce		Meets Expectations	Needs Improvement	Unsatisfactory	
III. Overall Fee To be complete		upervisor	:			
Each supervisor will feedback rating.	take all fa	ctors into	consideration and e	mployee feedback to	o assign an overall	
Distinguished:		Performance at least exceeds expectations in all performance factors <b>and</b> is distinguished in a majority of the performance factors.				
Exceeds Expectations:		Performance at least meets expectations in all performance factors <b>and</b> exceeds expectations in a majority of the performance factors.				
Meets Expecta	tions:	Performance meets expectations in all performance factors <b>or</b> meets expectations in all performance factors with <b>one</b> performance factor rated as needs improvement.				
Needs Improve	ment:	Perform	ance needs improve	ment in <b>two or mor</b>	e performance factors.	
Unsatisfactory	:	Performance is unsatisfactory in a majority of the performance factors.				
Supervisory comme	nts on feed	lback rati	ing (please attach ad	ditional pages if nee	eded):	
option to submit a r	response/re submitted (	ebuttal wi	thin five business da	ys after administerir	notify the employee of their ng the review. The response/ lusion with the appraisal	
IV. Signatures To be completed by		visor, de <sub>l</sub>	partment head, and e	employee.		
Immediate Supervi (Print Name/Sign/D			epartment Head rint Name/Sign/Date	Emplo (Print	yee Name/Sign/Date)	