



The Research Foundation for SUNY Individual Performance Program and Appraisal

Last Name (print)

First Name (print)

Title/Grade

PROGRAM

Period Covered

Office/Project

1- Objectives: Summarize the major objectives and/or tasks to be accomplished in this position. Outline specific objectives for this review period. (Attach additional sheets, if necessary)

A. Outline specific objectives for this review period.

2- Job-Related Factors: Outline factors affecting the employee's performance, such as technical and human relations skills, problem solving and decision making skills, work commitment, and time management, which need to be strengthened during this performance period.

3- Development Plans: Outline specific development plans to be accomplished during this performance period.

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date

Date Program Discussed

Copies to be kept by the employee and supervisor.

APPRAISAL

Last Name (print)

First Name (print)

Title/Grade

1- Performance Summary: Evaluate performance during the appraisal period. Discuss how successful the employee was in meeting the specific objectives outlined for this appraisal period. Mention other noteworthy achievements. (Attach additional sheets, if necessary)

2- Job-Related Factors: Discuss principal strengths and areas for improvement in factors affecting the employee's performance, such as technical and human relations skills, problem solving and decision making skills, work commitment, and time management.

Rating

Date Completed

Supervisor Name (print)

Supervisor Signature

Date

Office Director/Project Director Name (print)

Office Director/Project Director Signature

Date

3- Employee's Comments:

Employee Signature

Date