

**EASTERN ILLINOIS UNIVERSITY  
CIVIL SERVICE PERFORMANCE APPRAISAL**

**APPRAISAL PERIOD:** \_\_\_\_\_ to \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Scale: O=Outstanding, EE=Exceeds Expectations, ME=Meets Expectations, NI=Needs Improvement, U=Unacceptable. *Justification/comments are REQUIRED for all ratings of "Outstanding", "Unacceptable" or "Needs Improvement" (the latter two also require a work/performance improvement plan—use additional paper if necessary).*

**JOB KNOWLEDGE**

Overall knowledge and understanding of assigned duties, responsibilities, relevant policies and procedures

<b>O</b>	<b>EE</b>	<b>ME</b>	<b>NI</b>	<b>U</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Comments* \_\_\_\_\_

\_\_\_\_\_

**COMMUNICATION**

Oral and written communication adequate for the position, listens effectively to and interacts appropriately with customers (students, faculty, staff, clients, vendors)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Comments* \_\_\_\_\_

\_\_\_\_\_

**TEAMWORK & CUSTOMER SERVICE**

Willingness to assist co-workers and customers, ability to adapt to changing environments, makes a positive contribution to morale, work reflects pride taken in performing job, is personally accountable for own actions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Comments* \_\_\_\_\_

\_\_\_\_\_

**ATTENDANCE & PUNCTUALITY**

Promptness at the start/end of the workday, meets the work schedule expectations of the position, acceptable long-term attendance record

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Comments* \_\_\_\_\_

\_\_\_\_\_

**INITIATIVE**

Demonstrates a "self-starter" attitude, seeks help when needed, contributes toward overall goals, makes workable suggestions for improvements, displays commitment to self-improvement

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Comments* \_\_\_\_\_

\_\_\_\_\_

**JUDGMENT & ORGANIZATION**

Demonstrates good judgment in response to problems, analyzes decisions before implementing them, makes effective use of available resources, manages own time effectively

**O**    **EE**    **ME**    **NI**    **U**  
               

Comments \_\_\_\_\_

\_\_\_\_\_

**PRODUCTIVITY & QUALITY**

Consistent accuracy and thoroughness of work, work volume is appropriate for position, meets predetermined targets or deadlines, is able to handle multiple tasks simultaneously

              

Comments \_\_\_\_\_

\_\_\_\_\_

**SAFETY**

Performs work activities in a safe manner, maintains a safe work environment, has knowledge of applicable safety rules, encourages safety among others

              

Comments \_\_\_\_\_

\_\_\_\_\_

**SPECIFIC JOB SKILLS/DUTIES (optional)**

              

\_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

**OVERALL RATING**

              

Comments \_\_\_\_\_

**All employees must sign their appraisal to indicate that they have read it. Signing does not signify agreement with the contents. The employee has the right to appeal this appraisal to the next supervisory level.**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization Head Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**