



When preparing/completing the form

- ✓ *Review the employee job description* to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the rating cycle. If you need a copy of the job description, please contact Human Resources at hr@etown.edu.
- ✓ *Verify/complete General Information.* Indicate whether employee is a supervisor
- ✓ *Base the appraisal on the employee's performance during the entire review period,* not isolated incidents or performances prior to the current review period. Obtain/review necessary input and supporting data, as necessary.
- ✓ *Provide an overall rating* based on the combination of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. [Each factor need not be of equal weight but comments should justify significant differences impacting the overall rating.]
- ✓ When rating employees, consider their participation/ willingness to participate in employee developmental opportunities. *Assess employee strengths and identify opportunities where the employee could improve or requires additional knowledge or skill.* Include projected developmental needs to meet anticipated assignments during the next rating period.
- ✓ *The comments sections* should be used to: support performance ratings, indicate problem areas and provide guidance to employees on how to improve performance. **Supervisor, reviewing officer, and employee comments are to be relevant and job-related.** *Comments MUST be provided for outstanding and unsatisfactory ratings,* and are highly recommended for all other assessments. If extra space is needed, attach a Word document.
- ✓ **Reminder- only one third of your staff should receive a rating of Outstanding.**
- ✓ *If employee is given an Unsatisfactory rating, they may not be eligible for that period's determined pay increase dependent on past performance.*
- ✓ *If you wish to provide comments on the appraisal form, please state, "see attached" in the comments block and attach a Word document with all additional comments.*
- ✓ *Discuss/obtain comments and signature/date of reviewing officer (evaluator's immediate supervisor) before discussion is held with the employee.*
- ✓ *Sign/date the form*

When meeting with the employee

- ✓ *Review with the employee the job description and standards* (expectations/objectives/ duties) to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the rating cycle.
- ✓ *If applicable, review the employee goals for the current appraisal cycle.*
- ✓ *Meet with the employee to discuss the rating,* and obtain the employee's signature/date/comments. Arrange a time for the reviewing officer to meet with the employee if further discussion is required.
- ✓ Obtain employee's input regarding their training needs.
- ✓ *If applicable, update* with the employee the job description and performance standards/objectives for the next rating cycle. If any changes are made to the job description, please forward to Human Resources at hr@etown.edu for review.
- ✓ Once all signatures are obtained, scan and email completed forms to hrappraisals@etown.edu