

**PURPOSE**

Annual appraisal is an important part of an employee's experience at Trent University. All employees are entitled to hear about what they are doing well, and where they can improve. The annual performance review is an opportunity to have a one-one dialogue with their supervisor regarding their contributions to the University, their learning objectives and future plans.

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Assessment Period: \_\_\_\_\_ to \_\_\_\_\_  
D / M / Y          D / M / Y

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

Supervisor: \_\_\_\_\_  
(PRINT NAME)

**INSTRUCTIONS**

- Step 1: The employee submits a self-review, using the form, to their supervisor
- Step 2: The supervisor then completes the Performance Appraisal form
- Step 3: The supervisor and the employee then meet to discuss the appraisal and the goals for the coming year. The employee and supervisor should include any written comments and both should sign the form
- Step 4: The appraisal is then submitted to the Department Head for review and signature
- Step 5: The form is submitted to Human Resources to be included in the employee's personnel file

**JOB SPECIFIC APPRAISAL – "KEY DUTIES"**

This is an assessment of the employee's performance in the specific components of an employee's job. Using the employee job description identify a minimum of four (4) duties but no more than twelve (12), assess the employee's performance in those duties as either "ACHIEVED" or "NEEDS IMPROVEMENT". Refer to these ratings and provide detailed constructive feedback when completing the other sections of this form.

**ACHIEVED:** In this component, employee's performance meets expectations and all requirements of the job. While there may still be areas for development, there are no concerns about the individual's ability in the performance of their job.

**NEEDS IMPROVEMENT:** In this component, employee's Performance does not meet the expected standards and requirements of the job. Improvement is needed (see next page).

**JOB SPECIFIC APPRAISAL – "KEY DUTIES"**

	ACHIEVED	NEEDS IMPROVEMENT
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**STRENGTHS & ACHIEVEMENTS**

*Identify accomplishments, contributions, major goals attained, knowledge and skill development, etc.*

**FACTORS THAT HELPED OR HINDERED THE ABILITY TO DO THE WORK**

*Identify factors that helped or hindered the employee's ability to perform their job duties.*

**AREAS FOR DEVELOPMENT: "THE WORKPLAN"**

*Identify any performance standards that were not met and outline a plan. Follow up with the employee on their progress with the plan until appropriate and sustained progress is made.*

**GOALS FOR THE UPCOMING YEAR**

*List major work and knowledge/skill development goals for the coming year. Evaluate attainment of these goals next year.*

**EMPLOYEE FEEDBACK & SIGNATURE**

In signing this form, I am indicating that I have read the evaluation/assessment and discussed it with my Supervisor. My signature does not necessarily signify that I agree with the evaluation, but that the evaluation has been reviewed with me.

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

\_\_\_\_\_  
Date

**SUPERVISOR COMMENTS & SIGNATURES**

This evaluation has been completed by:

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

\_\_\_\_\_  
Date

This evaluation has been reviewed by:

\_\_\_\_\_  
Department Head/Dean Signature

\_\_\_\_\_  
Date