



RESEARCH  
FOUNDATION CUNY

## PERFORMANCE APPRAISAL

PERIOD COVERED BY APPRAISAL:

\_\_\_\_\_ through \_\_\_\_\_

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

Employee ID: \_\_\_\_\_

Title: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Appraisal Date: \_\_\_\_\_

### Directions for Appraiser:

1. Rate the employee's performance for each area. Comments are an important part of the appraisal process and should be provided for each area.
2. Meet with the employee to review and discuss the performance appraisal. Encourage the employee to provide feedback during the meeting. Let the employee know that they can submit written feedback to you.
3. Review and sign the appraisal and then have the employee do the same.
4. Email the completed appraisal form to the RFCUNY Office of Human Resources at

RFCO: [rfcoappraisals@rfcuny.org](mailto:rfcoappraisals@rfcuny.org)

RF Field: [rffieldappraisals@rfcuny.org](mailto:rffieldappraisals@rfcuny.org)

Paper copies will not be accepted.

### **Job Knowledge**

**This area measures the degree to which the employee demonstrates knowledge of job duties, as well as related policies, procedures, and systems.**

- ☐ **Exceeds Expectations:** Performance meets and exceeds job requirements. Please provide details.
- ☐ **Meets Expectations:** Performance meets job requirements. Please provide details.
- ☐ **Needs Improvement:** Performance needs improvement in one or more areas. Please provide details.
- ☐ **Unsatisfactory:** Performance requires immediate corrective action. Please provide details.

**List areas of strength, developmental goals, and other comments**

### Quality & Quantity of Work

**This area measures the degree to which the employee takes initiative, regularly produces quality work, manages the expected volume of work, completes tasks in a timely manner, and can be depended on to fulfill job tasks and responsibilities.**

- ☐ **Exceeds Expectations:** Performance meets and exceeds job requirements. Please provide details.
- ☐ **Meets Expectations:** Performance meets job requirements. Please provide details.
- ☐ **Needs Improvement:** Performance needs improvement in one or more areas. Please provide details.
- ☐ **Unsatisfactory:** Performance requires immediate corrective action. Please provide details.

### **List areas of strength, developmental goals, and other comments**

### Collegiality and Customer Service

**This area measures the degree to which the employee works with others in the central office and/or field, as well as with any external parties, in a collaborative, courteous, and collegial manner.**

☐ **Exceeds Expectations:** Performance meets and exceeds job requirements. Please provide details.

☐ **Meets Expectations:** Performance meets job requirements. Please provide details.

☐ **Needs Improvement:** Performance needs improvement in one or more areas. Please provide details.

☐ **Unsatisfactory:** Performance requires immediate corrective action. Please provide details.

**List areas of strength, developmental goals, and other comments**

<b><u>Time and Attendance</u></b>		
<b>Punctuality</b> <i>(check one)</i>		<b>Meets Expectations:</b> Consistently on time, when late will notify supervisor with reasonable notice
		<b>Improvement Needed:</b> Often late
<b>Attendance</b> <i>(check one)</i>		<b>Meets Expectations:</b> Consistently follows assigned schedule and notifies supervisor prior to absence
		<b>Improvement Needed:</b> Does not notify supervisor of absences in a timely manner

### **Supervisory Skills**

**This area measures the employee's ability to manage other employees in a professional manner to ensure work and performance expectations are met.**

*Note: If the employee does not supervise other employees, indicate that in the comments section below.*

- ☐ **Exceeds Expectations:** Performance meets and exceeds job requirements. Please provide details.
- ☐ **Meets Expectations:** Performance meets job requirements. Please provide details.
- ☐ **Needs Improvement:** Performance needs improvement in one or more areas. Please provide details.
- ☐ **Unsatisfactory:** Performance requires immediate corrective action. Please provide details.

**List areas of strength, developmental goals, and other comments**

List professional development activities, if any, that the employee participated in the last year:

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Required Training (please check the boxes if completed):

<input type="checkbox"/>	Completed the required Harassment Prevention training (NY State) Past Year _____ Current Year _____
<input type="checkbox"/>	Completed the required Cyber Security Training (RFCO only)
<input type="checkbox"/>	Completed Violence Prevention Training

I have reviewed this appraisal and discussed the contents with my supervisor. My signature means that I have been advised of my performance and does not necessarily imply that I agree with the appraisal or the ratings. I understand that I may submit a written response to my supervisor. My response will be attached to and retained with this evaluation. I understand that a copy of the appraisal with my signature and the supervisor's signature will be provided to me for my records.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_