



Performance Appraisal
Cover Sheet

Review Period: From _____ to _____

Name of Employee: _____

UID: _____

Job Title: _____

Appraisal Types: Annual Other

Department Name: _____

Please complete a narrative description of the employee's job performance for the review period. All performance appraisal narrative comments should refer to job-related behaviors and results. Descriptions of performance should include specific examples to support conclusions.

Instructions

1. Complete the top portion of a Performance Appraisal Cover Sheet for each employee under your supervision.
 2. Prepare a narrative appraisal in accordance with the guidelines provided. Sign the cover sheet on the reverse side and attach it to the narrative appraisal.
 3. Meet and discuss the appraisal with the employee. Request that the employee sign the cover sheet and initial each page of the narrative.
 4. Submit the complete performance appraisal document and cover sheet to your immediate supervisor for review and signature.
 5. Once you have received your supervisor's signature, provide the employee a full copy of the appraisal and forward the original to the Department of Human Resources, 115 Medical Sciences Building.
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Across-the-Board Salary Increase

Please indicate if this employee is eligible for the across-the-board component of the salary increase. Employees who are unsatisfactorily performing their position duties will not be eligible for any portion of the increase pool of dollars awarded in the review cycle.

Employee is eligible for the across-the-board increase

Employee is NOT eligible for the across-the board increase

(Continued on reverse)

