Alternative Performance Evaluation Form
For all staff and non-bargaining unit faculty
For review period April 1, 2023 through March 31, 2024

Personal Information
Employee Name: ____________________________
   Should be employee’s legal name as it appears on the employee’s official record
Employee UID: ____________________________
Current Job Title: ____________________________
Department/Unit: ____________________________
Supervisor’s Name: ____________________________

Message from President Edwards

2024 message coming soon!
Statement from Unit Head

Unit head should use this section to share their thoughts on the performance of the unit as a whole for the previous year. They should also share their vision for the unit in the coming year. The message should be the same for all employees in a particular unit.

Statement from Immediate Supervisor

The immediate supervisor should use this section to summarize conversations had with the individual employee, specifically noting accomplishments and recognized areas for progress. Any specific plans for growth and/or development can be shared as well.

Statement from Employee

The employee should use this section to summarize their thoughts on their performance in the past year and specifically note desired areas for development and plans for growth.
Signatures

This form is one of several opportunities for reflection on an employee’s performance during an evaluation cycle. Our signatures acknowledge discussion and receipt of this document and does not necessarily imply the employee’s agreement.

However, because this appraisal does not require the recording of goals that have been set, our signatures do indicate our commitment to continuously developing and working to achieve goals that are responsive to the university’s needs as it continues its path forward.

Supervisor Signature

___________________________

Date

Employee Signature

___________________________

Date

Second Level/Unit Head Signature

___________________________

Date

FOR HUMAN RESOURCES USE ONLY

Updated in System

___________________________

Date