

Use this form for handwritten drafts. Final appraisals can be entered in the Excel files.



MISSISSIPPI STATE
UNIVERSITY

PERFORMANCE APPRAISAL

Mississippi State University Staff

Employee Name:

MSU ID Number:

Job Title:

Department:

Appraisal Date:

Appraisal Period ▼ ▼ ▼

From

To

Type Appraisal ▼ ▼ ▼

Annual

Promotion/Transfer

Termination of Employment

Other ▶ ▶ ▶

Ratings: 5 = Outstanding, 4 = Exceeds Most Expectations, 3 = Meets and Exceeds Some Expectations, 2 = Needs Improvement, 1 = Unacceptable

ANNUAL PERFORMANCE GOALS AND RESULTS

This section is used to list annual performance goals and record the results that will be used in the overall performance rating. The goals listed should be those set at the beginning of the prior year's appraisal cycle.

Goals and Results ▼

Overall Goals and Results Rating ▶

COMPETENCIES

Refer to Instructions for definitions of competencies.
Provide specific, actionable feedback in Comments section.

Customer Focus

Comments ▼

Customer Focus Rating ►

Accountability

Comments ▼

Accountability Rating ►

Adaptability

Comments ▼

Empty text area for Adaptability comments.

Adaptability Rating ►

Rating input field for Adaptability.

Occupational Knowledge

Comments ▼

Empty text area for Occupational Knowledge comments.

Occupational Knowledge Rating ►

Rating input field for Occupational Knowledge.

Communication

Comments ▼

Empty text area for Communication comments.

Communication Rating ►

Rating input field for Communication.

Teamwork

Comments ▼

Empty text area for Teamwork comments.

Teamwork Rating ►

Rating input field for Teamwork.

Initiative

Comments ▼

Empty text area for Initiative comments.

Initiative Rating ►

Rating input field for Initiative.

Work Quality

Comments ▼

Empty text area for Work Quality comments.

Work Quality Rating ►

Rating input field for Work Quality.

Leadership

Comments ▼

Leadership Rating (enter 0.00 if not rating this competency) ▶

Overall Competencies Rating ▶

Performance Summary

Employee Name:
MSU Identification Number:

Weighted Annual Goals and Results Rating ►

Weighted Competencies Rating ►

OVERALL RATING ►

- 5 Outstanding
- 4 Exceeds Most Expectations
- 3 Meets and Exceeds Some Expectations
- 2 Needs Improvement
- 1 Unacceptable

All signatures are required for processing.

Supervisor Signature _____

Date _____

Department/Unit Head Signature _____

Date _____

Employee Signature _____

Date _____

Employee signature does not indicate agreement with the appraisal. It only acknowledges that the employee was given the opportunity to discuss the appraisal with the supervisor.