



**The University Corporation
San Francisco State**

Room ADM 361
1600 Holloway Ave.
San Francisco, CA 94132

ucorp.sfsu.edu

Employee Performance Review

Employee Information

Name		Employee ID	
Job Title		Date	
Project/Fund		Supervisor	
Review Period			

List Employee's Responsibilities

Job Knowledge:

Demonstrates knowledge of administrative policy and procedures, business practices; provides accurate information on policies and procedures; makes information easily accessible to campus community.

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Work Quality:

Demonstrates accuracy and thoroughness; displays to commitment to excellence; looks for way to improve and promote quality; applied feedback to improve performance; monitors own work successfully.

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Judgment, Problem Solving and Decision-making:

Gathers relevant data; evaluates information based on standards; integrates fact, concepts and principles; alerts appropriate persons to issues; takes responsibility for decisions; consults with appropriate staff.

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Initiative

Prioritizes and plans work activities to meet department importance; identifies needed resources; plans and utilizes these new and efficient resources; integrates changes.

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Communication / Listening Skills

Writes clearly, edits own work for spelling and grammar; presents material effectively; expresses clearly, verbally and in writing; listens with empathy, responds diplomatically, accurately and promptly; listens.

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Analytical and Data Analysis

Recognizes critical information; plans, researches and conducts analyses in a comprehensive and deliberate manner presenting results clearly and concisely.

1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Performance Goals & Objectives

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Skills & Knowledge Development

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Additional Comments

Goals
(as agreed upon by employee and manager)

Employee Comments

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Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Manager Signature		Date	