

**CALIFORNIA LUTHERAN UNIVERSITY
EMPLOYEE SELF APPRAISAL**

Last Name:		First Name:	
Employee Job Title:		Department:	
Review period:	Review date and time:	Review location:	

This self-appraisal is due back to your supervisor one week prior to your scheduled review.

RATING SCALE FOR PERFORMANCE FACTORS

5. Consistently Exceeds Expectation	To receive a "5" rating, an employee <i>consistently</i> exceeds the expectations of the position. The management and colleagues recognize the employee's excellence and their unique contributions. They serve as a role model for the organization and would be considered a top performer in any high-performing organization.
4. Often Exceeds Expectation	These employees <i>often</i> exceed and provide significant and measurable contributions beyond their position responsibilities. They understand their job duties and can be relied upon to always meet all expectations and challenges.
3. Fully Meets Expectations	These employees fully meet the <i>basic</i> job duties and understand expectations of their position.
2. Does Not Meet Expectations	These employees <i>require improvement</i> in the quality, quantity and/or timeliness of their work. They should be placed on a formal Performance Improvement Plan (PIP). Their performance may be successful in some areas of the job, or on some occasions but overall, the employee's performance falls below expectations.
1. Unsatisfactory	These employees <i>are not meeting the expectations of their position</i> . They should be placed on a formal Performance Improvement Plan (PIP). This level suggests either a lack of willingness and/or ability to perform the requirements of their position and there is consistent evidence of unacceptable job performance. Separation from employment may be indicated unless the employee's performance improves significantly and the improvement is sustained.

PROGRESS TOWARDS CURRENT YEAR GOALS

	GOAL	STATUS
1		
2		
3		
4		
5		
6		
7		

CORE PERFORMANCE FACTORS

FACTOR	EMPLOYEE SELF RATING
1. WORK QUALITY	
Completes work that meets expectations; is error free; professional in presentation; work is thorough.	
Employee Supporting Comments:	
2. APPROACH TO WORK / WORK HABITS	
Flexible; self-motivated; time management skills; punctuality; follows policies and practices; enthusiastic.	
Employee Supporting Comments:	
3. PROFESSIONALISM	
Contributes to a positive workplace; treats all with courtesy and respect; is open to feedback and constructive criticism.	
Employee Supporting Comments:	
4. JOB KNOWLEDGE / PERFORMANCE	
Proficient in essential job duties; meets standards as outlined by supervisor and job description; keeps current with skills.	
Employee Supporting Comments:	
5. INTERPERSONAL / COMMUNICATION SKILLS	
Effective communication; uses tact and diplomacy in all correspondence; keeps supervisor informed; decisions are trustworthy.	
Employee Supporting Comments:	
6. JUDGMENT / DECISION-MAKING SKILLS	
Demonstrates appropriate professionalism and behavior; balances diverse interests; makes effective decisions.	
Employee Supporting Comments:	
7. COMMITMENT TO CLU's VALUES, MISSION AND VISION	
Demonstrates commitment to Cal Lutheran's values, mission and vision to helping students discover and live their purpose. Provide an example, if applicable.	
Employee Supporting Comments:	

LIST WORK AND PROFESSIONAL GOALS FOR THE COMING YEAR

EMPLOYEE SIGNATURE _____

DATE _____