



Name:
Position Title:
Unit:
Supervisor:
Appraisal Period:

Performance Review for Support Staff

The Performance Appraisal process examines and assesses an employee's overall performance in terms of work related goals and expectations, skills, knowledge and contributions.

SECTION A - PERFORMANCE ASSESSMENT FOR REVIEW PERIOD

A1. Job Fact Sheet (JFS):

This employee's Job Fact Sheet (JFS) accurately describes the position.	Y / N
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A2. Performance Expectations:

****Add or remove the number of expectations as needed.****

Expectation:	
Description of expectation	Questions for consideration: What steps will be taken to achieve this expectation? What support do you need to achieve this expectation? How will the success of this expectation be assessed?

Employee Comments:
Questions for consideration: - Describe the successes you achieved and challenges you faced? What did you learn? - Is this a continuing expectation or if it was successfully accomplished, describe why.
Supervisor Comments:



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Expectation:	
Description of expectation	

Employee Comments:
Supervisor Comments:

Expectation:	
Description of expectation	

Employee Comments:
Supervisor Comments:

Expectation:	
Description of expectation	



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Employee Comments:
Supervisor Comments:

A3. **Professional Development Completed:**

**Please include any professional development (sessions/webinar/conferences/courses) you've taken this evaluation year.

Learning Activity	Timeline	Complete/In-progress

A4. **Performance Rating:** Please select one rating

	Unsatisfactory	Fails to meet acceptable job requirements
	Satisfactory	Meets and occasionally exceeds all job requirements
	Very Good	Meets and often exceeds job requirements
	Excellent	Meets and consistently exceeds job requirements



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A5. Year-end Comments:

Year-end Employee Comments: Outline success, highlights, challenges, and barriers. What would you like to work toward, change, update. Describe aspects of your job that are particularly interesting, seek to develop, as well as those that you find challenging or see as a barrier.
Year-end Supervisor Comments: Feedback about rating, things the employee can work toward, and that they have done particularly well. Describe examples of how this employee has met specific competencies of their job.

SECTION B - ASSESSMENT PLAN FOR UPCOMING YEAR

B1. New Performance Expectations:

****Add or remove the number of expectations as needed.****

Expectation:	
Description of expectation	

Expectation:	
Description of expectation	

Expectation:	
Description of expectation	



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Expectation:	
Description of expectation	

Expectation:	
Description of expectation	

B2. Professional Development Plan

****Please include any professional development (sessions/webinar/conferences/courses) you plan to take in the upcoming evaluation year.**

Learning Activity	Timeline

Signing does not imply acceptance, only acknowledgement of the rating and recommendation received. The employee has the right to comment upon and rebut any aspect of this Performance Review. Additionally, the signatures below indicate that you have discussed the expectations for the coming year and agree to the proposed plans for professional development.

Employee Signature:

Date:

Supervisor Signature:

Date: