OPS Performance Appraisal

Center *for* Distributed Learning

Type of Review

Employee Name: **Title:**

Supervisor's Name:

Performance Factors:
Outstanding: Accuracy is excellent, adapts to new processes well and seeks training, seeks guidance when needed, team player, uses good judgment in solving problems.
Meets Requirements: Does not require constant supervision, work is completed on time with minimal errors, courteous and knowledgeable.
Needs Improvement: Displays occasional negativity when working, work is often late or not completed, does not always make the best decisions to fit the situation.

All sections should be completed by the immediate supervisor and forwarded to the next level supervisor for review prior to conducting the face to face review with the employee.

Evaluation of Skills

	Needs Improvement	Meets Requirements	Outstanding
Job Knowledge (Understanding of present job duties and related work)			
Job Skills (Demonstrated skills and abilities necessary for full job performance)			
Quality of Work (The accuracy completeness, neatness, and effectiveness of work performed.)			
Quality of Service (Willingness to exhibit a caring attitude, and be courteous and timely in responding to the needs of others)			
Judgement (Ability to organize and achieve logical conclusions in a timely manner)			
Dependability (Performance of job duties in the absence of direct or indirect supervision)			
Adaptability/Flexibility (The ability to successfully alter activities to cope with demands of new situations that require acceptance and support.)			
Initiative (Resourcefulness, self-reliance, willingness to accept and ability to carry out responsibility)			
Communication Skills (Ability to communicate with others orally and/or writing)			
Attendance (Attendance and punctuality)			
Relationship with People (Works harmoniously and effectively with others)			
Work Attire (Business casual)			

Overall Rating Level:

POSITION SPECIFIC SKILLS: TECHRANGER

Select the rating that best describes the staff member's skills in these categories

	Needs Improvement	Meets Requirements	Outstanding
Course Development: Code work related to course development requests			
Course Development QA: Code work related to course development quality assurance.			
*Client Communication: Communication when working outside of the team, including technical support.			
*Front End Application Development: Code work on project front end interface(s) (XHTML, JavaScript, CSS,Flash, etc.)			
*Back End Application Development: Code work on project back end development (PHP, Python, etc.)			
*Design: user interface, site layouts, etc.			
*Presentation: Presentations for the community			

*May not be applicable to all OPS, only those working on projects requiring these skills.

Strengths/Accomplishments:
Briefly describe the staff member's most significant strengths, accomplishments and training during this rating period. Please support performance factors rated "Outstanding" by providing specific examples and justification.

Action Plan for Improvement (if applicable):
Please support performance factors rated "Needs Improvement" by providing specific examples, justification and list the action plan the supervisor and staff member will take to address the areas of improvement.

Goals and Objectives:
Provide a brief description of the major goals and objectives for the next rating period.

Supervisor Comments:

Employee Comments:

Employee Signature:

Supervisor's Signature:

Next Level Supervisor Signature (if different than executive):

Executive Signature:

Coordinator, Administrative Services:

Associate Vice President Signature: