



HIGHER EDUCATION MANAGEMENT  
PERFORMANCE APPRAISAL FORM  
USER'S GUIDE

---

OFFICE OF HUMAN RESOURCES

## Contents

<b>Getting Started</b> .....	3
<b>Employee Overview</b> .....	4
Part I: To Be Completed by the Employee .....	5
Section A: .....	5
Section B: .....	6
Part II: To Be Completed by the Employee.....	7
Section C: .....	7
Part II A and B and Part III: Employee View.....	9
Part IV – To Be Completed by the Employee.....	10
<b>Supervisor Overview</b> .....	11
Part II: To Be Completed by the Supervisor .....	12
Section A: .....	12
Section B: .....	13
Part III: To Be Completed by the Supervisor .....	14
<b>Printing The Full Appraisal</b> .....	15

## Getting Started

At the Employee Applications link on WPCconnect, select the Appraisals drop down list and select Higher Education Management Performance Appraisal Form. The screen below will be displayed.

### Higher Education Management Performance Appraisal Form

#### Appraisal for XXXXXX, XXXXXXXXXX, XXXXXXXXXX

Please complete Part I Section A and B and Part II Section C. You will be able to view the parts of the appraisal completed by your supervisor (Part II Section A & B and Part III). Once your supervisor completes Part III, you will complete Part IV. Your supervisor will print the full appraisal.

#### Part I: To Be Completed By Employee

##### A. Job Summary

##### B. Employee Self-Assessment of Performance Related to Achievement of Established Goals

#### Part II: To Be Completed By Your Supervisor

##### A. Supervisor's Assessment

##### B. Performance Rating

#### Part II: To Be Completed By Employee

##### C. Performance Goals for the next evaluation period

#### Part III: To Be Completed By Your Supervisor

##### Recommendation of Evaluator

#### Part IV: Employee Review

### Appraisal For Your Direct Reports (total 2 employees)

XXXXXX, XXXXXXXXXX, XXXXXXXXXX (Employee entry is complete)

XXXXXX, XXXXXXXXXX, XXXXXXXXXX (Employee entry is not complete)

## Employee Overview

The Employee is responsible for completing the following sections of the appraisal form: Part I Sections A and B, and Part II Section C, as highlighted in the red boxes below. When these three parts are completed the Supervisor will be notified via email and he/she will complete Part II Sections A and B and Part III. Once the Supervisor has completed his/her evaluation, an email will be sent to the Employee notifying him/her that the Supervisor has completed his/her parts of the evaluation. The Employee will be able to view the Supervisor's Assessment, Performance Rating, and Continuation of Employment Recommendation.

If the Employee has direct reports, their names will appear at the bottom of the screen with links to their Higher Education Management Performance Appraisal Form. The screen below shows the manager's own appraisal at the top, and the direct reports for whom appraisals must be completed at the bottom.



WILLIAM PATERSON  
UNIVERSITY

**Employee Applications**

[WPconnect Channels](#) | [M E N U](#) | [Log Out](#)

Thursday April 25, 2013

-Refresh-

-Start Auto Refresh-

Outstanding items found : 0

### Higher Education Management Performance Appraisal Form

**Appraisal for** [Patricia Rodriguez](#)

Please complete **Part I Section A and B and Part II Section C**. You will be able to view the parts of the appraisal completed by your supervisor (Part II Section A & B and Part III). Once your supervisor completes Part III, you will complete Part IV. Your supervisor will print the full appraisal.

**Part I: To Be Completed By Employee**

- [A. Job Summary](#)
- [B. Employee Self-Assessment of Performance Related to Achievement of Established Goals](#)

Part II: To Be Completed By Your Supervisor

- [A. Supervisor's Assessment](#)
- [B. Performance Rating](#)

**Part II: To Be Completed By Employee**

- [C. Performance Goals for the next evaluation period](#)

Part III: To Be Completed By Your Supervisor

- [Recommendation of Evaluator](#)

Part IV: Employee Review

**Appraisal For Your Direct Reports (total 2 employees)**

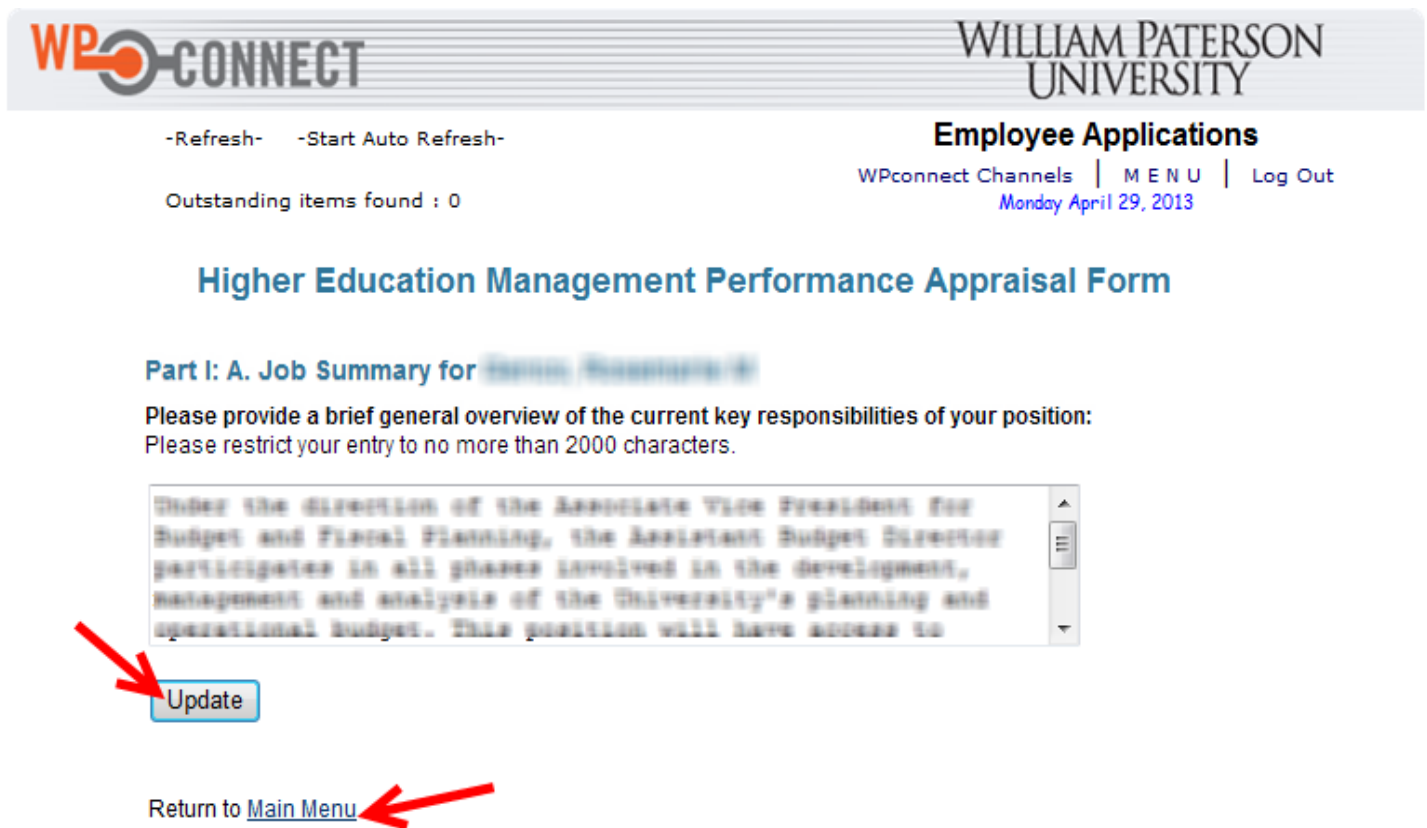
[View Appraisal](#) (Employee entry is complete)

[View Appraisal](#) (Employee entry is not complete)

## Part I: To Be Completed by Employee

### Section A:

The Employee should select Part I Section A, Job Summary, to begin the process of completing the annual appraisal form. The screen below will be displayed and the Employee must provide a brief summary of the current responsibilities of his/her job. Select UPDATE to SAVE the Job Summary. Select Main Menu to go back to the main page. There is a limit of 2000 characters in this section.



The screenshot shows the 'Employee Applications' page on the William Paterson University WPconnect system. The page header includes the WPconnect logo and the university name. Navigation links for 'WPconnect Channels', 'MENU', and 'Log Out' are present, along with the date 'Monday April 29, 2013'. The main heading is 'Higher Education Management Performance Appraisal Form'. Under 'Part I: A. Job Summary for [Name]', a text area contains a sample job description for an Assistant Budget Director. A red arrow points to the 'Update' button below the text area. Another red arrow points to the 'Return to Main Menu' link at the bottom of the page.

WPconnect

WILLIAM PATERSON UNIVERSITY

Employee Applications

WPconnect Channels | MENU | Log Out

Monday April 29, 2013

Higher Education Management Performance Appraisal Form

Part I: A. Job Summary for [Name]

Please provide a brief general overview of the current key responsibilities of your position:  
Please restrict your entry to no more than 2000 characters.

Under the direction of the Associate Vice President for Budget and Fiscal Planning, the Assistant Budget Director participates in all phases involved in the development, management and analysis of the University's planning and operational budget. This position will have access to

Update

Return to [Main Menu](#)

## Section B:

This Section is where the employee will list and summarize the agreed upon performance goals for the current evaluation period. Summaries should include levels of accomplishment and progress made toward attaining the goals. Select UPDATE to SAVE all entries. Select Main Menu to return to the Main Menu. This Section has a limit of 1000 characters for each goal. The screen below shows the Employee Self-Assessment page.

**WP CONNECT**

**WILLIAM PATERSON UNIVERSITY**

-Refresh-   -Start Auto Refresh-

Outstanding items found : 0

**Employee Applications**

WPconnect Channels | M E N U | Log Out

Thursday April 25, 2013

this is the area to enter information for goal 1

this is the area to enter information for goal 2

same as above

enter information for goal 4 here

information for goal 5 should be entered here

information for goal 6 should be entered here

enter information for goal 7 here

enter information for goal 8 here

last goal, please enter info here

Update

## Part II: To Be Completed by Employee

### Section C:

This section is where performance goals for the next evaluation period will be summarized. Goals must be developed in consultation with the Supervisor and are not considered final unless and until the Supervisor indicates his/her approval. The Employee should speak with the Supervisor at the outset of the appraisal process regarding goals for the upcoming year. The Employee must list specific goals, steps to achieve each goal, and observable ways to assess or measure progress towards attainment of each goal. In order for these goals to be sent to the Supervisor, the Employee must select the check box at the bottom of the page indicating the goals for the next appraisal period have been entered. If the box is NOT checked the Employee can save the entries and return to it at a later time and it will NOT be sent to the Supervisor. Select UPDATE to SAVE. Select Main Menu to return to the Main Menu.

Once the goals have been approved by the Supervisor, the Employee must select the check box to indicate that his/her parts of the appraisal are complete. An automatic e-mail will be sent to the Supervisor and he/she will be able to complete other Parts of the appraisal form. There is a limit of 1000 characters for each goal entry. The screen on the next page shows the page on which new goals will be listed and defined.

## Higher Education Management Performance Appraisal Form

Part II: C. Performance Goals for the next evaluation period for **Person: Rosemary B.**

Establish strategic goals and objectives for the upcoming evaluation period with input from your supervisor. List goals in order of importance. Describe specific actions required to enhance growth or to achieve the goal, what will be observed, assessed and/or measured to determine progress toward goal achievement, and target date for completion. Most employees will have 5-9 goals during an annual evaluation cycle. Goals should be specific, measurable and attainable in a given year. Where possible, goals should be aligned with the goals of your unit or division, and align with the strategic goals and dashboard indicators of the University. Goals should avoid descriptions of your regular responsibilities or general activities.

Please restrict each entry to no more than 1000 characters.

## Goal #1:

performance goal for next evaluation period number 1

## Goal #2:

performance goal for next evaluation period number 2

## Goal #3:

performance goal for next evaluation period number 3

## Goal #4:

performance goal for next evaluation period number 4

## Goal #5:

performance goal for next evaluation period number 5

## Goal #6:

## Goal #7:

## Goal #8:

## Goal #9:

in addition to the above goals....

☒ I certify that my performance goals for the next evaluation period are complete.

Update

Return to [Main Menu](#)



## Part II A and B and Part III: Viewable by Employee

Part II A and B and Part III will be completed by the Supervisor but the Employee can view the Supervisor's comments, ratings and recommendation in these Sections. The Employee will not be able to make changes to these sections and the form will be blank until updated by the Supervisor. Screens containing the Supervisor's Assessment Section, the Performance Rating options and definitions, and Continuation of Employment options are shown in sequence.

### Higher Education Management Performance Appraisal Form

#### Part II: A. Supervisor's Assessment for Thomas, Rosemary, Jr.

In narrative form, discuss your assessment of the employee's performance during the evaluation period based upon levels of achievement related to this year's goals. Review goals for the upcoming evaluation period. Discuss any developmental needs and suggest ways the employee can meet those needs. Include any assistance and/or training you may provide/recommend. Finalize your assessment by rating the employee according to the scale on the next page.

Assessment for 07-01-2012 to 06-30-2013:

Return to [Main Menu](#)

### Higher Education Management Performance Appraisal Form

#### Performance Rating for Thomas, Rosemary, Jr.

Part II B. Check the Most Applicable Performance Rating

☒ **Consistently Exceeds Expectations, or Greatly Exceeded Expectations**

- Exceeds position requirements even on the most difficult and complex aspects of his/her job.
- Takes on additional assignments without negatively affecting other work.
- Completed goals or objectives thoroughly, completely, and on or ahead of schedule.

☐ **Always Meets and Sometimes Exceeds Expectations, or Exceeded Expectations**

- Does an excellent job and usually exceeds most requirements.
- Demonstrates a willingness to perform beyond expectations.
- Completed goals or objectives in a manner that was beyond what was expected.

☐ **Generally Meets Expectations, or Met the Goals or Objectives**

- Does a satisfactory job.
- Handles most assignments within the scope of his/her responsibility.
- Does not require significant improvement.
- Completed the goals or objectives as established.

☐ **Sometimes Meets Expectations, or Partially Completed the Goals or Objectives**

- Sometimes does a satisfactory job.
- Requires some improvement in the quantity, quality and/or timeliness of work.
- Goals or objectives completed, but with additional resources, or goals or objectives not completed, due to factors which could have been anticipated.
- [Performance Improvement Plan](#) Required. (Once completed, **save** the document in your computer; document must be attached in Part III of the appraisal).

☐ **Does Not Meet Performance Requirements, or Did Not Complete the Goals or Objectives**

- Does not perform the job satisfactorily.
- Does not produce the quantity, quality and timeliness of work expected.
- Unsatisfactory progress in attaining the goals or objectives.
- [Performance Improvement Plan](#) Required. (Once completed, **save** the document in your computer; document must be attached in Part III of the appraisal).

Return to [Main Menu](#)

## Higher Education Management Performance Appraisal Form

### Part III: Recommendation of Evaluator for [Employee: Rosemary B.](#)

- ☐ Recommend continuation of employment without reservation
- ☒ Recommend continuation of employment with reservations/conditions (supportive explanation required).  
**Attach Performance Improvement Plan below.**
- ☐ Final recommendation regarding continuation of employment to be contingent upon successful completion of Performance Improvement Plan; current appointment to be extended on interim basis for **1 month** (supportive explanation required).  
**Attach Performance Improvement Plan below.**
- ☐ Cannot recommend continuation of employment (supportive explanation required)  
**Attach explanation below.**

Comments:

Attachment:

Return to [Main Menu](#)

## Part IV – To Be Completed by the Employee

Once the Supervisor has completed Part II A and B and Part III the Employee will be emailed accordingly. A performance evaluation meeting should be held with the Employee and his/her Supervisor. Once the meeting is done, the Employee will complete Part IV. The screen below shows Part IV of the appraisal form.

## Higher Education Management Performance Appraisal Form

### Part IV: Employee Review

Please check the first option to acknowledge that you have read and reviewed this appraisal and a discussion with your supervisor has taken place.

Additionally, please check the appropriate option to indicate agreement/disagreement with the evaluation.

- ☒ I read and reviewed this performance appraisal and a performance-based discussion with my immediate supervisor took place.
- ☒ I am in general agreement with the overall performance appraisal.
- ☐ I am in general disagreement with the overall performance appraisal.

Comments:

test emp agreement

Return to [Main Menu](#)

## Supervisor Overview

Once the Employee has completed Part I A and B and Part II C, the Supervisor will be notified via email. He/she will then review the direct report's entries and complete the Supervisor's portion of the Performance Appraisal Form. Supervisors are responsible for Part II A&B and Part III. Once the Supervisor completes Part III, an email notification will be sent to the direct report. The Employee will be able to view the Overall Performance Assessment, Performance Rating and Continuation of Employment Recommendation made by the Supervisor. Following a formal performance evaluation meeting with the Employee and Supervisor, the Employee will be able to complete Part IV.

### Higher Education Management Performance Appraisal Form

**Supervisee:** [\[Name\] \[Address\] \[Phone Number\]](#)

Please complete Part II Section A and B and Part III once your direct report has completed his/her parts. You will be able to view all parts of the appraisal completed by your direct report at any time. Once you complete Part III, your direct report will be able to complete Part IV. You will print the full appraisal once Part IV has been completed.

Part I. To be completed by Employee

A. [Job Summary](#)

B. [Employee Self-Assessment of Performance Related to Achievement of Established Goals](#)

**Part II - To Be Completed by Supervisor**

A. [Supervisor's Assessment](#)

B. [Performance Rating](#)

Part II - To Be Completed by Employee

C. [Performance Goals for the next evaluation period](#)

**Part III - To Be Completed by Supervisor**

[Recommendation of Evaluator](#)

Part IV

[Employee Review](#)

**Printing**

[Full Appraisal](#)

Note: No changes are allowed after you print this complete appraisal.

[Print Attachment](#)

Return to [Main Menu](#)

## Part II: To Be Completed by Supervisor

### Section A:

The Supervisor's assessment of the Employee's overall performance and thoughts regarding goals for the next evaluation period will appear in this Section. Specific suggestions or recommendations regarding performance improvement, professional development, training requirements, etc. should be included. The screen below shows the Supervisor's Assessment sections of the appraisal document.

### Higher Education Management Performance Appraisal Form

#### Part II: A. Supervisor's Assessment for Employee Name/ID Number

In narrative form, discuss your assessment of the employee's performance during the evaluation period based upon levels of achievement related to this year's goals. Review goals for the upcoming evaluation period. Discuss any developmental needs and suggest ways the employee can meet those needs. Include any assistance and/or training you may provide/recommend. Finalize your assessment by rating the employee according to the scale on the next page.

Assessment for 07-01-2012 to 06-30-2013:

Supervisor's assessment of employee should be entered here. This should be a narrative of the employee's performance and level of achievement as it relates to his/her goals for the year.

Update

Return to [Supervisor Main Menu](#)

## Section B:

The Supervisor will click the most applicable Performance Rating for the evaluation period. If the Employee has not met expectations, a Performance Improvement Plan must be developed and submitted with the completed appraisal. The screen below shows the Performance Ratings page of the appraisal document.

### Higher Education Management Performance Appraisal Form

#### Performance Rating for

Part II B. Check the Most Applicable Performance Rating

☐ **Consistently Exceeds Expectations, or Greatly Exceeded Expectations**

- Exceeds position requirements even on the most difficult and complex aspects of his/her job.
- Takes on additional assignments without negatively affecting other work.
- Completed goals or objectives thoroughly, completely, and on or ahead of schedule.

☐ **Always Meets and Sometimes Exceeds Expectations, or Exceeded Expectations**

- Does an excellent job and usually exceeds most requirements.
- Demonstrates a willingness to perform beyond expectations.
- Completed goals or objectives in a manner that was beyond what was expected.

☐ **Generally Meets Expectations, or Met the Goals or Objectives**

- Does a satisfactory job.
- Handles most assignments within the scope of his/her responsibility.
- Does not require significant improvement.
- Completed the goals or objectives as established.

☐ **Sometimes Meets Expectations, or Partially Completed the Goals or Objectives**

- Sometimes does a satisfactory job.
- Requires some improvement in the quantity, quality and/or timeliness of work.
- Goals or objectives completed, but with additional resources, or goals or objectives not completed, due to factors which could have been anticipated.
- **Performance Improvement Plan Required.** (Once completed, **save** the document in your computer; document must be attached in Part III of the appraisal).

☐ **Does Not Meet Performance Requirements, or Did Not Complete the Goals or Objectives**

- Does not perform the job satisfactorily.
- Does not produce the quantity, quality and timeliness of work expected.
- Unsatisfactory progress in attaining the goals or objectives.
- **Performance Improvement Plan Required.** (Once completed, **save** the document in your computer; document must be attached in Part III of the appraisal).

Return to [Supervisor Main Menu](#)

## Part III: To Be Completed by Supervisor

The Supervisor must make a recommendation for continuation of employment. If there are any conditions or reservations, a Performance Improvement Plan must be completed and attached as part of the appraisal. Once completed, the Supervisor must select UPDATE to save the recommendation and then return to the Supervisor Main Page. An email will be generated once Part III is completed to allow the Employee to review the Supervisor's Overall Evaluation, Performance Rating and Continuation of Employment Recommendation. A meeting should be scheduled between the Supervisor and Employee to discuss the appraisal. Then the Employee will complete Part IV and the Full Appraisal will be available to print. The screen below shows the Recommendation of Evaluator section of the appraisal document.

### Higher Education Management Performance Appraisal Form

#### Part III: Recommendation of Evaluator for Barbara, Barbara Brown

☐ Recommend continuation of employment without reservation

☐ Recommend continuation of employment with reservations/conditions (supportive explanation required).

Attach Performance Improvement Plan below.

☒ Final recommendation regarding continuation of employment to be contingent upon successful completion of Performance Improvement Plan; current appointment to be extended on interim basis for 3 months (supportive explanation required).

Attach Performance Improvement Plan below.

☐ Cannot recommend continuation of employment (supportive explanation required)

Attach explanation below.

Comments:

Excellent performance

Attachment:

Browse...

Update

Return to [Supervisor Main Menu](#)

## Printing The Full Appraisal

Once all Sections have been completed and after the Supervisor and Employee meet to discuss and review the appraisal, the Supervisor will print the full appraisal as a Microsoft Word document. Click on the Full Appraisal link and a file download box will appear, you can SAVE or OPEN the document. All Sections of the completed appraisal form will be part of the Microsoft Word document. Once the document has been signed, the full appraisal will be sent to the appropriate Senior University Officer to review and sign. The Senior University Officer will forward all completed appraisals to the Office of Human Resources.

### Higher Education Management Performance Appraisal Form

**Supervisee:** [XXXXXXXXXXXXXXXXXXXX](#)

Please complete Part II Section A and B and Part III once your direct report has completed his/her parts. You will be able to view all parts of the appraisal completed by your direct report at any time. Once you complete Part III, your direct report will be able to complete Part IV. **You will print the full appraisal once Part IV has been completed.**

Part I. To be completed by Employee

A. [Job Summary](#)

B. [Employee Self-Assessment of Performance Related to Achievement of Established Goals](#)

Part II - To Be Completed by Supervisor

A. [Supervisor's Assessment](#)

B. [Performance Rating](#)

Part II - To Be Completed by Employee

C. [Performance Goals for the next evaluation period](#)


Part III - To Be Completed by Supervisor

[Recommendation of Evaluator](#)

Part IV

[Employee Review](#)

**Printing**

[Full Appraisal](#) 

Note: No changes are allowed after you print this complete appraisal.

[Print Attachment](#)

Return to [Main Menu](#)

After the entire appraisal is completed and signed by both the Employee and the Supervisor, the Employee should receive a copy, the Supervisor should retain a copy, and the original must be forwarded to the Senior University Officer for the Employee's division. Division Vice Presidents will forward all completed forms to the Office of Human Resources.