

Annual Performance Review Summary
Georgetown University

Name: _____

Job Title: _____

Class Code: _____ Grade: _____

Department: _____

Home Department #: _____

Departmental Goals

Job Summary Statement

Levels of Performance

Exceeds

Represents achievement above established standards; consistently exceeds performance measures; consistently demonstrates strong performance toward goals; and makes significant individual contributions to the work of the department or the University for goals that are beyond expectations of fully competent performance.

Met

Represents achievement of established standards; consistently and effectively meets performance measures; consistently demonstrates acceptable performance in goals; and makes individual contributions to the work of the department or the University for the goals, as expected.

Not Met

Represents performance that is consistently below established standards; may occasionally meet performance measures, but improved performance is necessary.

Annual Goals

(Job accountabilities may be identified as one of the annual goals.)

Goal One:

Performance Measures

- a)
- b)
- c)

Exceeds _____ Met _____ Not Met _____

Goal Two:

Performance Measures

- a)
- b)
- c)

Exceeds _____ Met _____ Not Met _____

Goal Three:

Performance Measures

- a)
- b)
- c)

Exceeds _____ Met _____ Not Met _____

Goal Four:

Performance Measures

- a)
- b)
- c)

Exceeds _____ Met _____ Not Met _____

Comments on overall performance

Include comments, if any, on objectives that were set during the last performance evaluation. Identify the actions that are required for the employee to meet performance standards for each of the above areas identified as "Not Met" and the time frame for accomplishment.

Overall Performance

1 2 3 4 5

- 1 - Has **not** met some or all of the annual goals.
- 2 - Has met most of the annual goals, but has not met one or more significant goals.
- 3 - Fully met all annual goals.
- 4 - Exceeded one or more significant goals and met all others.
- 5 - Exceeded all the annual goals.

Note: Ratings of 1 or 5 require specific explanation supporting the rating.

Specific Objectives for the Coming Year

Areas For Professional Development

I have provided this Appraisal to the employee for his or her review, and I have discussed this Appraisal with the employee.

Supervisor's Signature: _____ Date _____

I have reviewed this Appraisal with my supervisor. My signature reflects that I have reviewed this Appraisal, but does not reflect my agreement or disagreement with this Appraisal. I offer the following comments (if any):

Employee's Signature: _____ Date _____

Department Head's Comments

Department Head's Signature: _____ Date _____

Salary Increase: _____