

Performance Appraisal Form for SIPA Officers of Administration 2025-2026

MID-YEAR ASSESSMENT OF JOB PERFORMANCE

Employee: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Evaluation Period: July 1, 2025 - December 31, 2025

**PERFORMANCE RATING SCALE**

Please review the following performance ratings carefully before completing the appraisal. Select the terms that best describe this employee's overall performance and contribution during the period under review in light of accomplishments, attributes, job description, predetermined objectives, and supervisory expectations.

**Exceptional**

N.B: This rating is achievable by any employee but should be given infrequently. Performance far exceeded expectations due to exceptionally high quality of work performed in all *essential* areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or University objectives.

**Exceeds expectations**

Performance consistently exceeded expectations in all *essential* areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

**Meets expectations**

Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

**Improvement needed**

Performance did not *consistently* meet expectations - performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met.

**Unsatisfactory**

Performance was consistently below expectations in most *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

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Please assess the employee's job performance for the first half of the fiscal year (July 1, 2024 through December 31, 2024):

- Exceptional
- Exceeds expectations
- Meets expectations
- Improvement needed
- Unsatisfactory

Examples or reasons for giving this rating:

Signature of Supervisor (print name/initials) \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Employee (print name/initials) \_\_\_\_\_ Date \_\_\_\_\_

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**EMPLOYEE OBJECTIVES-- REVISED (optional)**

Following the mid-year performance review, enter below any revised objectives for this position for the year. If the original objectives on file are accurate, please leave this area blank.

Signature of Supervisor (print name/initials) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Employee (print name/initials) \_\_\_\_\_

Date \_\_\_\_\_