

Effective Performance Appraisals

Purpose of the Performance Appraisal

- 1. To Review Past Year's Performance**
An evaluation of prior performance (usually the past year) in relation to the position description and performance expectations and standards.
- 2. To Review Position Description**
An opportunity to review and update the position description.
- 3. To Set Up Goals and Direction for Upcoming Year**
An opportunity to discuss performance goals and outcomes over a defined period (quarterly, yearly) that are either individual and/or organizational.
- 4. To Review Professional Development Planning**
An opportunity to review the employee's training activities and to identify future opportunities for professional development, and training needs.
- 5. To Discuss Promotion Progress**
If applicable an opportunity to discuss progress towards promotion.

General Process for Performance Appraisal

As part of the pre-appraisal, consider asking the employee to provide input to a set of questions. These questions may include, but not limited to:

1. What do you feel are your major accomplishments this past year?
2. Any special projects in which you are most proud?
3. What training and development opportunities did you complete?
4. Any areas you would like to receive training for the coming year?
5. What challenges were NOT successfully met?
6. What are your goals for the coming year?
7. What Services have you contributed to OSU, the College, or the Department?
8. What suggestions do you have that would make your work life better and more pleasant?
9. What suggestions do you have for your position, project, the Department, or the College?

NOTE: All supervisors must conduct an annual performance appraisal of employees they supervise. A written, and signed, appraisal must be on file with the Department Office Manager prior to any reappointment.

FACULTY REVIEW AND EVALUATION

Department of Wood Science & Engineering

Faculty Member's Name _____ Rank _____

Report for _____ (Year) Years of Service _____ Years in Rank _____

Date of Interview: _____

Supervisor's Comments:

Past Year's Performance:

Goals and Direction for Upcoming Year:

Professional Development Opportunities:

Promotion Progress (If applicable):

Other:

Signed _____ Date _____
Supervisor

Faculty Member's Endorsement:

I have received a copy of this review and understand that I may, at my option, discuss the evaluative statements with the Department chairman. I understand further that I may enter into my personal record file as an attachment to this review such comments, explanations or rebuttals as I may wish.

Signed _____ Date _____