



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

Human Resources

**UNIVERSITY SHRA EMPLOYEE
ANNUAL PERFORMANCE APPRAISAL PROGRAM**

**SAMPLE
Off-Cycle Probationary**

ANNUAL APPRAISAL FORM

University SHRA Annual Performance Appraisal Form

ANNUAL PERFORMANCE APPRAISAL CYCLE <i>(Dates From/To):</i>				04-01-2017	to	03-31-2018
Dept. Name:	Environmental Services	Employee Name:	Simone Cree			
Dept. #:	712004	Employee ID:	1234-56789	Position #:	9999555	
Supervisor Name:	Ned Nash	Employee Classification:	Building & Env. Services Technician			
Supervisor Title:	Zone Manager	Competency Level:	Advanced			

PART 6: OFF-CYCLE REVIEWS	(see instructions on page 2)
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Document all off-cycle reviews completed during the performance cycle.

Date of Review	Interim	Probationary	Other	Supervisor Initials	Employee Initials
06-30-17		x		NEN	SRC
Comments:	Simone has completed all of her training modules and understand the operational aspects of the job well. She has quickly gotten to know her customer contacts and is establishing good working relationships with them. Attendance: 95%				

Date of Review	Interim	Probationary	Other	Supervisor Initials	Employee Initials
10-15-17	X	X		NEN	SRC
Comments:	Simone continues to meet expectations. I'm getting excellent comments from her building contacts. There have been a few bumps in the road in motivating her co-workers. Simone sometimes loses patience with employees who do not understand as quickly as she does. In one instance, she met with the employee again to address the concern and that interaction went much better. Simone completed the giving effective feedback training program this quarter. Attendance: 89%				

Date of Review	Interim	Probationary	Other	Supervisor Initials	Employee Initials
01-25-18		X		NEN	SRC
Comments:	Simone is generally meeting expectations. Her customer contacts are still strong. She trained two new employees this quarter and did well in teaching them the techniques and protocols. General interactions with her co-workers have been better this quarter, but Simone needs to adapt to their styles more to help them listen to her better. Checklists and Safety training goals are currently at the exceeding expectations level. In the past several months, Simone has called out or been late, but has not consistently called in before her shift start time to let me know. It is very important to our work coordination that I am aware of this before the work day begins, so there will need to be improvement in this area. Attendance: 81%				