



# The Research Foundation for SUNY Individual Performance Program and Appraisal

\_\_\_\_\_  
Last Name (print)

\_\_\_\_\_  
First Name (print)

\_\_\_\_\_  
Title/Grade

## PROGRAM

\_\_\_\_\_  
Period Covered

\_\_\_\_\_  
Office/Project

**1- Objectives:** Summarize the major objectives and/or tasks to be accomplished in this position. Outline specific objectives for this review period. (Attach additional sheets, if necessary)

### A. Outline specific objectives for this review period.

**2- Job-Related Factors:** Outline factors affecting the employee's performance, such as technical and human relations skills, problem solving and decision making skills, work commitment, and time management, which need to be strengthened during this performance period.

**3- Development Plans:** Outline specific development plans to be accomplished during this performance period.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Program Discussed

*Copies to be kept by the employee and supervisor.*

# APPRAISAL

\_\_\_\_\_  
Last Name (print)

\_\_\_\_\_  
First Name (print)

\_\_\_\_\_  
Title/Grade

**1- Performance Summary:** Evaluate performance during the appraisal period. Discuss how successful the employee was in meeting the specific objectives outlined for this appraisal period. Mention other noteworthy achievements. (Attach additional sheets, if necessary)

**2- Job-Related Factors:** Discuss principal strengths and areas for improvement in factors affecting the employee's performance, such as technical and human relations skills, problem solving and decision making skills, work commitment, and time management.

\_\_\_\_\_  
Rating

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Director/Project Director Name (print)

\_\_\_\_\_  
Office Director/Project Director Signature

\_\_\_\_\_  
Date

**3- Employee's Comments:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date