

MERIT PERFORMANCE APPRAISAL CONFIRMATION FORM

Performance Evaluation for:

Employee's Name _____

University ID _____

Supervisor's Name _____

University ID _____

In accordance with Board of Regents Merit System rules, a Merit System employee is to receive a performance evaluation at least annually. Performance appraisal is an important tool for successful management. It provides an opportunity for open communication between the employee and supervisor and a basis for training, setting objectives and professional development.

For additional information and guidance, please refer to the Performance Appraisal Guidelines for Professional and Scientific and Merit System Staff, available on the HRS homepage under ISU Departments/Processes/Performance Appraisal (<http://www.hrs.iastate.edu/EmployeeRelations/prfdoc96.html>).

This signed form is to be returned to Human Resource Services, Records Management Office, 3810 Beardshear for documentation that the evaluation has taken place and inclusion in the employee's personnel file. Written documentation of the performance appraisal should be retained in the department and by the employee. Questions may be directed to the Records Management Office at 294-4800.

The supervisor should check the appropriate performance rating for this evaluation period.

Satisfactory _____

Below Satisfactory _____

Signature on this form certifies that meeting to discuss performance has taken place.

Supervisor

Date

Employee

Date