

P&S PERFORMANCE APPRAISAL CONFIRMATION FORM

Performance Evaluation for:

Employee's Name _____

University ID _____

Supervisor's Name _____

University ID _____

In accordance with policies and procedures governing Professional and Scientific staff, employees are to receive performance appraisals at least annually. Further evaluations may be conducted as needed to communicate management expectations and performance relevant to meeting those expectations. Additionally new employees are to receive a written performance appraisal at the end of three months employment with additional appraisals at other appropriate times to communicate management expectations and performance relevant to meeting those expectations.

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 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>)

Upon completion of the appraisal, please sign and date this form and return it to the Department of Human Resource Services, Records Management Office, 3810 Beardshear. 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.

Signature on this form certifies the performance appraisal conference has been conducted and written documentation supporting the appraisal has been completed.

Supervisor

Date

Employee

Date