

## Appendix C

# RUTGERS UNIVERSITY EOF COUNSELOR PERFORMANCE APPRAISAL

Employee Name : \_\_\_\_\_

### 1. SECTION 1: APPRAISAL MATRIX

1. List the three to five **Key Duties** (use a word or short phrase to describe the duty) of the position.
2. Indicate the **priority percentage** for each duty (should total 100%).
3. **Appraise each duty** in Sections 3 & 4 (the following page), then **transcribe the rating** to the column below.

<u>Key Duties</u>	<u>Priority</u>	<u>Rating</u>
1.		
2.		
3.		
4.		
5.		

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### SECTION 2: OVERALL ASSESSMENT

Based upon the appraisal rating for each key duty and its priority level, indicate the EOF Counselor's overall appraisal rating which reflects his/her performance during the past year by checking one of the categories below. Use the following rating scale and provide comments to explain your rating.  
(Check only one.)

- Meets Standards.** This rating encompasses a range of performance from satisfactorily meeting job expectations to occasionally exceeding job expectations. Almost all EOF Counselors perform their jobs efficiently and with professionalism, so it is expected that most will be rated in this category.
- Unsatisfactory Performance.** EOF Counselors who do not satisfactorily meet job expectations and, overall, do not consistently perform their assigned responsibilities adequately will be given this designation. Employees rated in this category will be provided specific guidelines on how to improve performance.

**Note: Performance in the higher priority duties should have a greater impact on the overall assessment than performance in the lower priority areas.**

**Comments (add pages as necessary):**

# RUTGERS UNIVERSITY EOF COUNSELOR PERFORMANCE APPRAISAL

Employee Name: \_\_\_\_\_

Key Duty # \_\_\_\_: \_\_\_\_\_

**Note: Please copy this page for each Key Duty and attach additional pages to the form as necessary .**

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## SECTION 3: PERFORMANCE STANDARDS

For each key duty, describe the performance expectations for the **Meets Standards** level of performance. You may describe the performance expectations for the other level if desired to more fully explain your performance expectations.

**Check here and detail on an attached page if standards are being modified.**

**Meets Standards**

**Unsatisfactory Performance**

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## SECTION 4: APPRAISAL & DOCUMENTATION

### Appraisal

Check only one rating level to appraise the EOF Counselor's performance during the past year on the duty described above. Use the explanations for the rating scales described in Section 2.

**Meets Standards**

**Unsatisfactory Performance**

2. **Support for Appraisal**

3. Provide documentation and specific examples of performance or accomplishments to support your rating (attach pages as necessary).

