

**Florida State University
Performance/Improvement Appraisal Plan
Administrative & Professional Personnel**

Employee's Name

Title

Employee ID

Department

Rating Period

Through

A. Provide comments as appropriate on the employee's performance in the past year as to her/his quality of work, problem solving ability, communication skills, initiative, ability to manage and provide leadership, and any other factors.

B. Cite any ways in which the employee can improve her/his performance.

C. Employee's Comments

State any feelings you have toward this evaluation and/or what your supervisor can do to help in your job.

Indicate how you rate the employee's overall performance.

Excellent, Above Satisfactory, Satisfactory, or Needs Improvement/Unsatisfactory

Overall Rating

I hereby recognize receipt of this evaluation:

Employee's Signature

Date

Reviewer's Signature

Date

Note: Attach additional pages of comments to A, B, and C. Send original, signed copy to Personnel Services and provide one copy to employee.