

MSU Performance Appraisal

Name	MSU ID Number	Job Title	Department	Appraisal Date

Annual Review Form

The performance period review process summarizes performance for the review period and recognizes contributions that supported the University's success.

Overall performance is determined by reviewing:

- Employee's success in performing the position responsibilities
- Employee's success in achieving core responsibilities/objectives
- Employee's success in demonstrating Mississippi State's Competencies

Employee Self- Appraisal

Accomplishments

What were your key accomplishments this year? Why?

My Accomplishments This Year

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Challenges

Were there any challenges this year that impacted your ability to perform your job and/or demonstrate all the competencies?

Challenges This Year

Professional Development

Use this section to describe any activities you completed related to professional development this performance period. This may include special projects, training classes, obtaining a certification, etc.

My Professional Development This Year

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Supervisor Feedback

Core Responsibilities/Objectives

Use this section to review the employee's progress and accomplishments toward the established core responsibilities/objectives during this review period. Also note any barriers that made it difficult to make progress.

Summary Supervisor Comments

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Accomplishments

Reflect on any additional accomplishments the employee may have achieved during the review period.

Supervisor Comments

Challenges

Reflect on any challenges or barriers that impacted employee progress this review period.

Supervisor Comments

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Professional Development

Reflect on any professional development activities the employee completed during this review period and any activities they might focus on in the future.

Supervisor Comments

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Demonstrating Mississippi State's Performance Ratings

Review the definitions associated with each level of performance and acknowledge that you understand them.

Distinguished Performance	Successful Performance	Developing Performance	Significant Performance Gaps
Highly effective performance. Results exceed standard expectations for many of the more difficult and complex responsibilities for the level of experience in this job. Work is consistently thorough, accurate, timely and efficiently performed. Requires only periodic supervision and follow-up.	Job performance is complete and satisfactory in most key results areas. Results meet and, in some cases, exceed expectations for the level of experience in this job. Requires normal supervision and follow-up.	Employee is making progress but is inconsistently meeting responsibilities and expectations appropriate to the level of experience in the position. -or- Employee is not making satisfactory progress in learning and demonstrating the skills necessary to perform this job. Requires frequent coaching, supervision and follow-up.	Performance is significantly below expectations. Immediate improvement is necessary. Performance improvement plan must be documented in the performance improvement plan found at hrm.msstate.edu/forms
		For ratings in either of these levels, contact your HR Business Partner for further guidance.	

Demonstrating Competencies

Use this section to summarize how Mississippi State's Competencies were demonstrated during the review period. Refer to definitions in competencies section of this document as needed. For any standards rated lower than "successful performance" please provide the reason for the rating and ideas for improvement.

Competency	Distinguished Performance	Successful Performance	Developing Performance	Significant Performance Gaps
Accountability	☐	☐	☐	☐
Adaptability	☐	☐	☐	☐
Communication	☐	☐	☐	☐
Customer Focus	☐	☐	☐	☐
Initiative	☐	☐	☐	☐
Integrity	☐	☐	☐	☐
Leadership	☐	☐	☐	☐
Occupational Knowledge	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐
Work Quality	☐	☐	☐	☐

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Performance Summary for This Review Period

Taking into account all aspects of the employee's work, as documented in this performance plan and review, indicate a performance level for this review period, based on the levels and definitions above.

Distinguished Performance	Successful Performance	Developing Performance	Significant Performance Gaps
☐	☐	☐	☐
<i>Performance Level for This Review Period:</i>			

Supervisor Comments
Use this section to provide additional comments on overall performance, acknowledge key contributions and describe areas for further development.

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Acknowledgment

This final review was completed through a collaborative dialogue between the supervisor and the employee.

Supervisor signature

Date

The next level manager has reviewed this document and does not have concerns about the content and feedback.

Reviewer signature

Date

I have read this review document.

Employee signature

Date

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Employee Comments (Optional)