

Classified Employee Performance Appraisals Information for Supervisors

Email notices are sent to supervisors approximately six weeks before a classified staff employee's performance appraisal is due. Please complete an electronic performance appraisal form and print the form for signatures. The signed form must be returned to the Office of Human Resources no later than the first day of the month of the employee's review date.

These options are available for utilizing the Adobe version of the electronic performance appraisal form that is available on the HR forms web page:

1 - Adobe format using Adobe Reader

- The Adobe Reader software is readily available and is probably already installed on your computer. You must have version 7 or later to fill out the appraisal form on your computer. If you do not have the latest version of the Adobe Reader, you may download it from the HR forms web page.
- With the Adobe Reader:
 - You can fill out the form on your computer and print the form for signatures
 - You **cannot** save an electronic copy of the completed form; i.e., you cannot start to fill out an appraisal, save it and come back later to finish it – you must complete the form and print it before closing the form
 - You can print the Adobe form and complete it by hand; however, we prefer that you complete the form on the computer for legibility

2 - Adobe format using Adobe Acrobat Professional Software

- The Adobe Acrobat Professional software is an extended version of the Adobe Reader, but with much more functionality, including the ability to save an electronic form
- If you do not currently have the software on your computer, you may contact the IT Department concerning installation; however, please be aware that the university has a limited number of site licenses for the software, so request installation of the software only if it is important for you to save electronic copies of completed appraisal forms
- With the Adobe Acrobat Professional software, you can save an electronic copy of a performance appraisal form, return later to finish or revise the form and/or save an electronic copy of a completed form for future reference

[Download Adobe Appraisal Form](#)

If you prefer, you may contact the Office of Human Resources to obtain a **Microsoft Word format** of the performance appraisal form via email. With the Microsoft Word format:

- You can save a completed (or partially completed) electronic form without the installation of additional software
- You **cannot** run spell-check on your comments.

Please call the Office of Human Resources, ext. 2273, if you have any questions regarding the process for classified staff performance appraisals.