**U Wide Form**

UM 944

**Rev:** 7/01/01

**Route this form to:**

This form is for departmental use.



# General Input for Evaluating Performance

## The information you provide on this form will be taken into account when evaluating the perfomance of the employee who is named below.

|  |  |
| --- | --- |
| Employee’s Name  | Title  |
| Your Name  | Title  |
| Nature of your contact with the employee (academic who assigns work, client, vendor, co-worker, subordinate, etc.): |
| Please comment on the employee’s performance | From | to |
|       |
| The supervisor (or other evaluator) has listed the responsibilities on which you are being asked to comment. Please indicate how much contact you’ve had with the employee in each case. Then briefly describe your observations of the employee’s performance. Only provide information that comes from your direct experience with the employee. Keep in mind that the employee is entitled to review this information. If you regularly assign work to the employee, you should review a copy of the employee’s performance standards before completing this form. |
| 1. Responsibility |
| Definition: |
| Amount of contact: |
| Quantity, quality, and timeliness of the product or service: |

1 of 2

The University of Minnesota is an equal opportunity educator & employer.

© 2001 by the Regents of the University of Minnesota.

|  |
| --- |
| 2. Responsibility |
| Definition: |
| Amount of contact: |
| Quantity, quality, and timeliness of the product or service: |
| 3. Responsibility |
| Definition: |
| Amount of contact: |
| Quantity, quality, and timeliness of the product or service: |
| 4. Responsibility |
| Definition: |
| Amount of contact: |
| Quantity, quality, and timeliness of the product or service: |
| Other Comments: |
| Signature | Date |

2 of 2

The University of Minnesota is an equal opportunity educator & employer.

© 2001 by the Regents of the University of Minnesota.