



III. SUMMARIZE THE PERFORMANCE OVER THE PAST YEAR:

Wick is the perfect colleague and a wonderful asset to this office. He has shown understanding of all the university policies and practices. He delivers top quality work in high volume. He takes initiative in providing leadership to all those areas that report to him. He is a master of dealing with student complaints. He is loyal and supportive of me and others in the office. In short he is an invaluable asset to me and this university.

IV. INDICATE OR LIST SUGGESTED WAYS, IF ANY, EMPLOYEE CAN IMPROVE JOB PERFORMANCE:

NA

V. OVERALL RATING OF STAFF EMPLOYEE PERFORMANCE: (Circle One)

- Excellent Overall performance of job responsibilities and productivity is at a level that is consistently (>90% of the time) above that which is normally expected or required.
- Outstanding Overall performance of job responsibilities and productivity is at a level that is usually (>70% of the time) above that which is normally expected or required.
- Exceeds Job Requirements Overall performance of job responsibilities and productivity is at a level that is often (>50% of the time) above that which is normally expected or required.
- Meets Job Requirements Overall performance of job responsibilities and productivity is at a level that is normally expected or required.
- Does Not Meet Job Requirements Overall performance of job responsibilities and productivity is sometimes at a level below what is normally expected or required.

VI. SIGNATURES:

Employee Acknowledgment Richard Espinoza Date 5-25-07  
 Supervisor Walter [Signature] Date 5-25-07

NOTE: Attach supporting documents if necessary.