| | Performance Appraisalt &]o]š] Ēm∱sišoyée(s | Fis | caYear | |
|----------------------------------|---|-----------|------------|----------------------|
| eRatingCate | gories | | | |
| ctations | Consistentighoverallperformance.Routinelygoesbesurpass expectations. | yondwh | at is expe | ctedto |
| tations | Proficientin the job function. Fullymeetsall of perform relevant to the position. | nanceexp | ectation | S |
| vement | Failsto perform the job at an acceptableevel. Doesno requirements. | t meet mi | nimum | |
| | | Exceeds | Meets | Needs Improvement |
| JobResponsibilities | | | | |
| Performsall essentia j ob | functionsasdefinedin the positiondescription. | | | |

Required response to Needs Improvement selection

| ics t PolicyAcknowledgement |
|-----------------------------|
| ics t PolicyAcknowledgement |

| EmployeeSignature | Date |
|---|---|
| EmployeeConfidentiality Agreement | |
| accesso confidential,financial,proprietary,o | tand that as part of my job responsibilities, I may have r personalinformation regarding faculty, employees, dors, suppliers and the University in general. |
| or destroyany confidential information excep | ess, use, remoditsclose, copy, release, sell, loan, alter of as equired within the scope of my official University st comply with applicable state, and federal laws and y of all confidential information. |
| information, including the failure to safegua Agreement aræffectiveasof this dayandwill ends. I acknowledge that I have received, policy. I am aware that any violation of the | misuse or unauthorized disclosure of confidential and my passwords or devicesoby grations under this continue after my employment with Wilkes University read $\mu v \in \bullet \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ |
| EmployeeSignature | Date |
| Conflictof Interest t PolicyAcknowledgment I haveread and familiarized myself with § Z and have no affiliation with, an existing and | hv]À Conf]išt@[mterestPolicy.lcertifythatlamnot, |