

**WESTERN TEXAS COLLEGE**

Snyder, Texas  
Affirmative Action Program

**NOTICE OF ANNUAL PERFORMANCE APPRAISAL  
CLASSIFIED PERSONNEL**

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To: \_\_\_\_\_

Date: \_\_\_\_\_

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1. Annually a performance appraisal is assigned to and discussed with each classified employee of Western Texas College who has served at least six months in the position occupied as of the appraisal date. In accordance with this requirement, you have been assigned or recommended for the performance appraisal checked below. These appraisals relate to the performance requirements of your job and as previously discussed with you at the time of your employment and during the appraisal period, \_\_\_\_\_.  
(Check all appraisals that apply.)  
  
\_\_\_\_\_ An official appraisal of "Clearly Outstanding" has been assigned to you. This appraisal is for persons whose work performance is consistently superior to what is normally expected.  
  
\_\_\_\_\_ An official appraisal of "Exceeds Expectations" has been assigned to you. This appraisal is for persons whose work performance is consistently above standard.  
  
\_\_\_\_\_ You have been assigned an official appraisal of "Meets Expectations". This appraisal is for persons who perform within standard and presents no significant problems.  
  
\_\_\_\_\_ You have been assigned an official appraisal of "Below Expectations". This appraisal is for persons who perform below standards and problems exist.  
  
\_\_\_\_\_ An official rating of "Unsatisfactory" has been assigned to you. This appraisal is for persons whose performance is consistently unacceptable. You will be placed on probation subject to termination unless problems are not corrected within the allotted time period as designated by your superior. (Personnel Action Form required.)  
  
\_\_\_\_\_ Since you have been in your present position for less than six months on the rating date, you are not eligible for an annual appraisal at this time.
2. An impartial review is provided to any employee of Western Texas College who wishes to appeal his official performance appraisal. The written appeal must be filed in accordance with procedures outlined in Policy 4217.6, "Appeal Procedures".

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Signature of Immediate Supervisor

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Signature of Person in Chain of Command

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Signature of Person in Chain of Command

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Signature of Employee

Additional comments may be included on the reverse side of this form or may be included as an attachment to the recommendation.