



Penn Medicine

University of Pennsylvania Health System

**Performance Appraisal
Submission Cover Sheet**

Cover sheet must be typed
Each attachment should contain **1** Cover Sheet and **1** Performance Appraisal
Please submit cultural competency documentation separately

Entity: _____

Department Name:

Department Location:

Employee Name:

Lawson Employee Number:

Evaluation Period:

Date Employee Signed:

Appraisers Name:

Evaluation Type:

Numerical Score: _____

Please Note

Please limit each e-mail to 10 attachments and scan to the Employee Records Office at:
EmployeeRecords-UPHS@uphs.upenn.edu

For HUP Nursing Employees, do not scan. Please bring documents to the Nursing Network Center located at Rhoads 1.

For PPMC Employees, do not scan. Please bring documents to Human Resources located in Wright-Saunders.