

# PERFORMANCE EVALUATION FORM

**Evaluated Employee's Category:** Non-Supervisory Staff ☐ Supervisory Staff/Manager ☐

Employee's Name:	Department:
Title:	Employee ID:
Today's Date:	Date of Employee's last evaluation:
Evaluator's Name:	Evaluator's Title:
Evaluator's Supervisor (if applicable):	Evaluator's Supervisor's Title:
If Other, please describe:	

## I. PERFORMANCE EVALUATION

<p><b>Note:</b> if an employees' performance is rated as either 'Needs Improvement' or 'Not Meeting Expectations', the evaluator must also indicate whether the employee is currently making progress or not in improving in the job competency, and <u>comments must be included.</u></p>	Exceeds Expectations	Meets Expectations	Needs Improvement:	- Making Progress	- Not Making Progress	Not Meeting Expectations:	<p><b>Comments</b>  <b>**Required for all performance ratings except 'Meets Expectations'</b></p>
<p><b>1. Job Knowledge:</b>  Knowledge, skills and abilities as it relates to performing job requirements.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>2. Productivity:</b>  The amount of work successfully produced while maintaining standards and meeting deadlines.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>3. Accuracy and Quality:</b>  The extent to which the employee performs major job duties or responsibilities correctly and completely; professionalism and thoroughness of work produced.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>4. Customer Service:</b>  Ability to understand and meet the needs of internal and external customers by delivering high quality products and services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>5. Attendance and Punctuality:</b>  Devotes the time necessary to meet job requirements. Regularly reports for work on time, completes work shifts, or attends and is punctual to business meetings. Leave <u>cannot</u> be used against the employee.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>6. Supervision Required:</b>  Degree to which employee performs job duties independently without a lot of instruction or monitoring by supervisor; degree to which employee is a self-starter.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p><b>7. Adaptability:</b>            Ability to master new techniques or duties and understand explanations as required for the position. Demonstrates flexibility in meeting the changing demands of the work environment.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>8. Organizational Skills:</b>            Ability to effectively and efficiently plan, arrange, and complete work priorities; makes efficient use of available resources to optimize productivity.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>9. Communication Skills:</b>            Ability to express ideas effectively through verbal and written communication. Ability to communicate in a clear concise manner. Ability to listen and ask appropriate questions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>10. Interpersonal Relations/Teamwork:</b>            Develops and maintains effective relationships with co-workers, supervisor, faculty, staff, students and others in the handling of job duties. Treats others with honesty, respect, courtesy, tact, and cooperation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>11. Supervisory Ability:</b>            Ability to effectively delegate and monitor work and follow up with employees; effectively coach, communicate with, reward and discipline employees. Demonstrates understanding and utilization of appropriate financial and budget controls. Adheres to employee safety requirements and practices, and communicates hazards to other employees in the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>12. Employee Development:</b>            Develops employees through formal and informal training, instills and supports professional standards, challenges staff to expand skills.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## II. EMPLOYEE DEVELOPMENT

**Instructions:** Identify the most critical developmental needs of the employee. Developmental needs can be based on either personal attributes and skills (communication skills, leadership skills) or more technical, job knowledge areas (Company policies, procedures). Think in terms of specific action steps this individual must follow in order to improve.

**Individual's Major Strengths in this Job:** *(Include major accomplishments since last performance evaluation.)*

**Discuss and provide documentation that employee has achieved the goals established since the previous performance period?** ☐ Yes ☐ No *(If no, please explain)*

**Areas Where Development is Recommended:** *(Describe job-related performance enhancements which would help this employee to be more effective.)*

**Specific Actions to be Taken to Facilitate Employee Development:\*** *(List performance goals for the next appraisal period. State actions as specifically as possible, and include timing where appropriate. Actions can include such things as formal training and/or special projects or assignments.)*

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### III. COMMENTS AND SIGNATURES

**Evaluator's Comments** (attach additional sheets if necessary):

**Employee's Comments** (attach additional sheets if necessary):

**Overall Rating**

☐ Exceeds Expectations

☐ Meets Expectations

☐ Needs Improvement

☐ Not Meeting Expectations

Evaluator's Signature: \_\_\_\_\_

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

Next Level Supervisor's Signature: \_\_\_\_\_

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

*My signature indicates that my manager has reviewed this performance appraisal with me, but it does not necessarily indicate agreement with the ratings. I am aware that I may respond to this evaluation in writing:*

Employee's Signature: \_\_\_\_\_

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

***Attach Employee's written response if submitted.***