



**PERFORMANCE EVALUATION
ADMINISTRATIVE EMPLOYEES: EXEMPT**

Employee Name:

Job Title:

Evaluator Name:

Unit/Department:

Date of Evaluation:

Performance Evaluation Period:

PURPOSE OF PERFORMANCE EVALUATION

The written performance evaluation is a formal assessment of the employee's job performance over a specified period of time based on performance expectations identified by the supervisor and shared with the employee. Informal performance assessment is an on-going aspect of effective supervision and communication and the written performance evaluation should not replace day to day supervision and communication.

GOALS AND ACCOMPLISHMENTS

Did the employee achieve the goals as outlined in the prior year's evaluation? Yes No

Please comment on the employee's performance.

COMMENTS:

Supervisor: Please rate the employee on each of the performance factors included on the second page of this form. Please check only one box for each factor. For any performance factor which does not apply to the employee's responsibility, please check "Not Applicable."

<u>PERFORMANCE FACTORS*</u>	Exceeds Expectations	Meets Expectations	Below Expectations	Not Applicable
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making And Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality/Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Exceeds Expectations: Employee's performance is clearly above average. Accomplishments are significant and above the standard of the job responsibilities

Meets Expectations: Employee's performance meets all essential job requirements. Accomplishments are in accordance with the standards of the position.

Below Expectations: Employee's performance requires some improvement to make full contribution to the department and job in order to meet the standards of the position.

Not Applicable: General performance category does not apply to position held by employee.

SUPERVISOR COMMENTS:

GOALS AND KEY RESPONSIBILITIES FOR NEXT YEAR:

AREAS OF IMPROVEMENT:

Supervisor Signature _____ Date _____

Department Head or Designee Signature _____ Date _____

Employee Signature _____ Date _____

EMPLOYEE COMMENTS:

I have been given a copy of this performance evaluation and have been notified that a copy will be placed in my personnel file in Human Resources.

Employee Signature: _____

Date: _____

PERFORMANCE FACTORS*

Job Knowledge: Understands job duties and responsibilities. Understands and adheres to the departments and University's policies and procedures.

Decision Making and Problem Solving: Demonstrates sound judgment in making decisions and solving problems. Gathers and analyzes relevant data and develops and implements workable solutions.

Work Quality/Productivity: Produces a sufficient volume of work to meet job requirements and meets deadlines. Demonstrates accuracy and thoroughness. Meets position and organizational objectives. Identifies ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability: Demonstrates dependability on the job and is responsive to the needs of the department. Schedules time off in advance, begins work on time, and keeps absences within guidelines. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.

Communications: Demonstrates competence in expressing ideas verbally and in writing. Actively listens to suggestions and feedback from others and responds appropriately. Presents information clearly and concisely and is able to communicate effectively in all situations.

Interpersonal Relationships: Develops and maintains effective working relationships with colleagues, superiors and where appropriate, faculty, students and external constituents. Demonstrates a professional demeanor at all times.

Safety: Adheres to safe practices when performing assigned tasks; plans work procedures with safety concerns in mind and maintains a safe work environments; actively supports a culture of safety and encourages others to do so; attends training programs as appropriate; recognizes and reports unsafe conditions and actively works to remedy them.

Leadership: Ability to motivate direct reports and others to fulfill unit goals and the University's mission. Develops and communicates a clear vision of the future environment and provides direction on what needs to be done to ensure long-term success. Champions methods, procedures, or systems that have the greatest potential for maximizing efficiency and effectiveness. Provides staff with specific feedback and coaching to improve performance and to assess development opportunities.