

## STAFF PERFORMANCE EVALUATION

Employee _____		Department: _____	
Position _____			
Review Period: _____ TO <u>02/29/2020</u>	Type of Evaluation	<input type="checkbox"/> Annual	<input type="checkbox"/> End of 6 month provisional period

### RATING CRITERIA

Please consider the employee's performance which is most often demonstrated and mark the box that most closely describes that performance.

**Exceeds Expectations:** Performance consistently exceeds expectations due to exceptionally high quality of work in all essential areas of responsibility. May have completed a major goal/project or made an exceptional or unique contribution in support of unit, department or University. Annual goals were met.

**Achieves Expectations:** Performance consistently meets expectations in all essential areas of responsibility, and at times possibly exceeds expectations and the quality of work was very good. The most critical annual goals were met.

**Needs Improvement:** Performance did not consistently meet expectation – performance failed to meet expectations in one or more essential areas of responsibility and/or one of the most critical goals was not met.

**Not Meeting Expectations:** Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made.

### 1. Quality-Consider the degree of excellence of completed work (accuracy and thoroughness)

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

### 2. Productivity – The amount of work successfully produced while maintaining quality standards and meeting deadlines.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**3. Attendance and Punctuality** - Devotes the time necessary to meet job requirements. Observes established work hours. Observes annual/sick leave limits. Communicates with supervisor regarding absences.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**4. Customer Service** – Strives to satisfy customer (students, their parents, co-workers and the public) needs. Follows through to implement service willingly and in a timely manner.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**5. Teamwork and Interpersonal Skills** – Cooperates with co-workers, supervisor, faculty, staff, students and others and contributes to team goals. Maintains positive work relationships and willingly assists others.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**6. Initiative and Creative Thinking** – Works with minimal supervision. Undertakes new tasks without being asked. Finds new and better ways of doing things. Demonstrates innovation, flexibility, problem-solving and originality.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**7. Planning, administration and organization** – Ability to effectively and efficiently plan, arrange and complete work priorities to meet established deadlines. Involves skill in goal setting and being able to prioritize the work to be done.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**8. Communication Skills** - Ability to express ideas effectively through verbal and written communication. Ability to communicate in a clear concise manner. Ability to listen well and ask appropriate questions.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**9. Job Knowledge and Expertise** - Demonstrates knowledge of job/position responsibilities. Expands skills with additional training and self-development. Shares expertise with others.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

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**Sections 10 through 12 - FOR SUPERVISORS ONLY**

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**10. Supervisory Ability** - Ability to effectively delegate and monitor work and follow up with employees; effectively coach, communicate with, reward and discipline employees. Builds respectful relationships within and between units and among individuals. Demonstrates active listening. Seeks constructive approaches to resolving issues. Demonstrates understanding and utilization of appropriate financial and budget controls.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**11. Employee Development** - Develops employees through formal and informal training, instills and supports professional development and challenges staff to expand skills.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**12. Planning and Organizing** - Organizing workflow among people and functions in the unit; delegating work to make efficient use of resources to effectively serve customers and complete projects to meet the needs of the University.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**Goals and Objectives for 2019-2020:** Assess the achievement of goals and objectives established for 2019-2020.

**Overall rating** - This rating is a compilation of all the ratings throughout this evaluation and is to include an assessment of the achievement of goals and objectives established for the prior year.

<input type="checkbox"/> Exceeds Expectations*	<input type="checkbox"/> Achieves Expectations	<input type="checkbox"/> Needs Improvement* <input type="checkbox"/> Making Progress <input type="checkbox"/> Not Making Progress	<input type="checkbox"/> Not Meeting Expectations*
Comments (* Required for all performance ratings except 'Achieves Expectations'):			

**Goals and Objectives for 2020-2021:** Establish goals and objectives to accomplish in the next year.

**SIGNATURES**

1. Supervisor/Manager \_\_\_\_\_ Date \_\_\_\_\_
  
2. Next level of management \_\_\_\_\_ Date \_\_\_\_\_  
(must be secured prior to discussion with employee)

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

3. Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Comments (optional):