

SECTION I - GENERAL WORK CHARACTERISTICS

General work characteristics are factors which apply to all employees.

Select rating for each general work characteristic; comments are optional. Consider job performance throughout the evaluation period.

1. **Attendance & punctuality.** Consider number of absences, work arrival and departures, lunch periods and breaks, use of annual and sick leave in accordance with University policy. The employee:

- Has difficulty in attendance or punctuality.
- Demonstrates adequate attendance and punctuality.
- Is consistently present and on time.

Comments

2. **Dependability.** Consider the extent to which the employee can be counted on to carry out instructions and responsibilities (the degree of supervision necessary to complete work). The employee:

- Must be very closely supervised to complete work assignments.
- Carries out instructions and responsibilities with close supervision.
- Carries out work assignments with expected degree of independence and efficiency.
- Carries out work assignments with exceptional degree of independence and efficiency.

Comments

3. **Interpersonal relations.** How well does the employee get along with other individuals in the performance of job duties? Consider effectiveness of relations with co-workers, subordinates, supervisor and if applicable, students, faculty, staff and the public in the handling of position responsibilities. Consider the employee's cooperativeness, tact and courtesy. The employee:

- Has difficulty in relating to others; is not readily cooperative.
- Relates to others fairly well; works better with some persons than others.
- Works well with others; facilitates cooperation.
- Is very effective interpersonally; works extremely well with others.

Comments

SECTION II - JOB RESPONSIBILITIES

Job responsibilities are rated based on how well the employee met the work standards discussed at the beginning of the evaluation period.

Consider as many or as few responsibilities as are necessary to ensure successful job performance. Attach additional pages if needed. Include employee's name on any additional pages.

1. Task/responsibility:

Work standard:

Actual performance:

- exceeds requirements meets requirements needs improvement unsatisfactory

2. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

3. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

4. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

SECTION III - EVALUATION SUMMARY

Evaluation summary is an overall rating and should include both supervisor and employee comments.

Select rating for overall job performance; consider all of the work factors from Sections I & II. Supervisor comments are required if the overall job performance level is unsatisfactory. This section may also be used for comments regarding the employee's promotional potential. Attach additional pages if needed.

OVERALL JOB PERFORMANCE

exceeds requirements meets requirements needs improvement unsatisfactory

Supervisor comments

1. This employee supervises others yes no

2. If yes, this employee has been evaluated on (check any and all that apply)

- supervision
- evaluation procedures
- adherence to non-discrimination policies

TO BE COMPLETED BY THE EMPLOYEE BEING EVALUATED:

1. I was given the opportunity to review and discuss my position description.

yes no

2. I was given the opportunity to review and discuss the job responsibilities and work standards to be rated during the next evaluation cycle.

yes no

3. If the position description was revised for the upcoming year, I received an updated copy.

yes no no revisions

Comments on this performance evaluation (optional) _____

SECTION IV - EMPLOYEE DEVELOPMENT

Sections IV and V are optional if performance on all job responsibilities meets or exceeds requirements. The employee should be encouraged to participate fully in the evaluation process and to make written comments and suggestions for improving performance or solving problems related to work performance. Attach additional pages if needed.

A. Performance improvement objectives

Identify areas from Sections I and II where improvement in job performance is needed and specify action plans recommended to achieve successful work standard.

Performance area

Action plan

Performance area

Action plan

B. Personal development objectives

Identify specific objectives and action plans designed to expand the employee's job-related skills, knowledge, and abilities. May also include the employee's career goals and objectives.

Goal/objective

Action plan

Goal/objective

Action plan

SECTION V - EMPLOYEE SELF-EVALUATION (optional)

A. Update credentials, document outstanding accomplishments and service.

B. Suggest ideas to improve job conditions and/or solve work problems. Example: new equipment or procedures that would increase efficiency.

SIGNATURES

Supervisor (evaluator) _____ Date _____

Employee _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Reviewed by _____ Date _____

Additional tasks/responsibilities

(Duplicate this blank form as necessary)

Employee name

5. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

6. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

7. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

8. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

Additional tasks/responsibilities

(Duplicate this blank form as necessary)

Employee name

9. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

10. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

11. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory

12. Task/responsibility:

Work standard:

Actual performance:

exceeds requirements meets requirements needs improvement unsatisfactory