

**MILLSAPS COLLEGE**  
**ANNUAL EMPLOYEE PERFORMANCE EVALUATION**  
*For Exempt and Nonexempt Staff*

**EMPLOYEE NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**PERIOD OF EVALUATION:**      **FROM:** \_\_\_\_\_      **TO:** \_\_\_\_\_

**TIME IN CURRENT POSITION:** \_\_\_\_\_ **TIME WITH THE COLLEGE:** \_\_\_\_\_

**EMPLOYEE STATUS:**     **Exempt**     **Nonexempt**

**Instructions**

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, accomplishment of established goals and, if applicable, supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

NOTE: A rate of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments. The "overall performance" evaluation should reflect the employee's total performance, including performance factors as related to the employee's responsibilities and duties as set forth in the job description, accomplishment of established goals, and supervisory factors if applicable.

- DISTRIBUTION INSTRUCTIONS:**
- 1: Return the original form to the Human Resources, Box 150433
  - 2: Maintain one copy for your departmental records
  - 3: Employee should receive a signed copy with all comments at time of review

**PART I – EMPLOYEE PERFORMANCE**

Area of Importance	Rating					Comments
	1	2	3	4	5	
<b>Job Knowledge, Skills, and Abilities</b> – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials, and equipment as they relate to performance.						<i>Comments required for ratings of 1, 2, and/or 5</i>
<b>Quality of Work</b> – Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.						
<b>Quantity of Work</b> – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?						
<b>Communication</b> – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly, both orally and in writing, listen well and respond appropriately?						
<b>Dependability</b> – Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?						
<b>Cooperation</b> – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?						
<b>Initiative</b> – Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.						
<b>Adaptability</b> – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?						
<b>Judgment</b> – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.						

**PART I – EMPLOYEE PERFORMANCE (continued)**

Area of Importance	Rating					Comments
	1	2	3	4	5	
<b>Service to Customers</b> (customers are defined as students, parents, alumni, donors, colleagues and/or the community at large) – Does the employee treat customers in a respectful and helpful manner; provide timely, accurate and appropriate information to customers? Are customers made to feel welcome?						<i>Comments required for ratings of 1, 2, and/or 5</i>
<b>Attendance</b> – Consider number of absences, use of annual and sick leave in accordance with College policy.						
<b>Punctuality</b> – Consider work arrival and departure in accordance with departmental and College policy.						

**PART II – SUPERVISORY SKILLS** (Please complete only if employee has supervision responsibilities)

Area of Importance	Rating					Comments
	1	2	3	4	5	
<b>Leadership</b> – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.						<i>Comments required for 1, 2, and/or 5</i>
<b>Delegation</b> – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?						
<b>Planning and Organizing</b> – consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.						
<b>Administration</b> – How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?						
<b>Personnel Management</b> – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?						

**PART III – Goals & Objectives**

Where goals and objectives have been clearly established, progress of these tasks should be evaluated.

1. **Goal/Objective** - \_\_\_\_\_

Accomplished       Satisfactory Progress       Unsatisfactory Progress       Other  
(See "Comments" Below)      (See "Comments" Below)

Comments:

2. **Goal/Objective** - \_\_\_\_\_

Accomplished       Satisfactory Progress       Unsatisfactory Progress       Other  
(See "Comments" Below)      (See "Comments" Below)

Comments:

3. **Goal/Objective** - \_\_\_\_\_

Accomplished       Satisfactory Progress       Unsatisfactory Progress       Other  
(See "Comments" Below)      (See "Comments" Below)

Comments:

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>Period of Evaluation:</b>	<b>From:</b>
	<b>To:</b>

**PART IV – OVERALL PERFORMANCE**

Area of Importance	Rating					Comments <i>Comments required for 1, 2, and/or 5</i>
	1	2	3	4	5	
Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, achievement of goals and supervisory factors.						

\_\_\_\_\_  
Supervisor/Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of Evaluator Signature

\_\_\_\_\_  
Date

Comments:

**PART V – TO THE EMPLOYEE:**

**I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional):**

Comments (attach additional sheets if necessary):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PART VI – ESTABLISHMENT OF GOALS AND OBJECTIVES FOR UPCOMING EVALUATION PERIOD**

With reference to the position responsibilities, list the agreed upon goals and objectives for the upcoming year.

1. Goal:

2. Goal:

3. Goal:

4. Goal:

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>Period of Evaluation:</b>	<b>From:</b>
	<b>To:</b>

**OPTIONAL  
STAFF SELF-EVALUATION FORM**

Employee Name:	_____	
Job Title:	_____	Supervisor: _____
Period of Evaluation:	From: _____	To: _____

This form is an evaluation tool for enhancing feedback and performance success. Completing a self-evaluation will allow you to provide information to your supervisor about your performance and shed light on your accomplishments and goals during an evaluation period.

**Job Function Performance**

How I believe I performed the essential functions of my job, overall:
---

**Accomplishments**

Accomplishments and essential functions I believe I have handled well this past year:
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**Areas for Improvement**

Job performance areas that I could use improvement or I need help in:
---

This is the way I develop best (examples: one-on-one training, group workshops, instructional materials only, etc...)

The support I need to improve my job performance and development (examples: opportunities to serve on college committees, time to attend off-campus training, related webinars, periodicals, etc...)

### Job-Related Development

I have participated in the following job-related activities, workshops or seminars in the past year:

I would like to participate in the following type(s) of job-related activities, workshops or seminars in the upcoming year:

### Department

I have the following suggestions for improving departmental effectiveness:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like a copy of this Self-Evaluation Form attached to the Employee Performance Evaluation form and placed in my personnel record.

Yes

No