

## Annual Employee Performance Review

**Must be completed in ink. Please PRINT**

Employee's Name & Datatel ID#	Title	<input type="checkbox"/> Classified <input type="checkbox"/> Prof/Tech <input type="checkbox"/> Administrator	Department
Supervisor's Name	Title		Department
Review Date		<input type="checkbox"/> Self Evaluation <input type="checkbox"/> Supervisor's Evaluation	

**Must be completed in ink. Please PRINT.**

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>I. Basic Job Requirements</b>				
<b>A. Understanding of the Job:</b> Does employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Quality of Work:</b> Is the quality of work acceptable and does it meet established standards? Is the employee accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Productivity and Efficiency:</b> Does employee complete assignments on schedule, use resources wisely and manage time effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Reliability, Dependability:</b> Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Attendance:</b> Does employee meet attendance requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. Initiative:</b> Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum of direction as situations arise? Does the employee seek opportunities to learn new skills, and make suggestions for improving work processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Safety:</b> Does the employee work safely, follow safety rules, report unsafe working conditions/practices, and proactively prevent unsafe practices in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. Servant-Leadership:</b> Does the employee demonstrate a desire to serve, show a willingness and readiness to provide good service to students, faculty, staff, and/or the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. Servant-Leadership:</b> Does the employee exhibit honesty, integrity, and high ethical standards while performing their job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Professional Development:** Has employee completed annual requirements?     Yes     No

Comments \_\_\_\_\_  
 \_\_\_\_\_

List strengths. What does this employee do well? (Attach additional pages as necessary)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List specific areas for improvement, if any:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>A. Planning and Organizing:</b> Does the employee set individual objectives and goals, and establish appropriate priorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Problem Solving:</b> Does the employee identify and evaluate alternative solutions and make appropriate decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Creativity:</b> Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Flexibility:</b> Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Servant-Leadership:</b> Does the employee manage the resources entrusted to him or her with efficiency and economy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. Servant-Leadership:</b> Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. Job Specific Attributes**

- A. Planning and Organizing:** Does the employee set individual objectives and goals, and establish appropriate priorities?
- B. Problem Solving:** Does the employee identify and evaluate alternative solutions and make appropriate decisions?
- C. Creativity:** Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?
- D. Flexibility:** Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?
- E. Servant-Leadership:** Does the employee manage the resources entrusted to him or her with efficiency and economy?
- F. Servant-Leadership:** Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties?

List strengths. What does this employee do well?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List specific areas for improvement, if any:

1. \_\_\_\_\_
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3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>III. Interpersonal Skills</b>				
<b>A. Communication:</b> Does the employee provide accurate and clear written and verbal information; present information effectively; listen effectively; comprehend and follow direction; and ask appropriate and timely questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Cooperation:</b> Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Teamwork:</b> Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Conflict Resolution:</b> Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Constructive Feedback:</b> Does the employee accept constructive feedback and demonstrate willingness to improve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. Servant-Leadership:</b> Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Servant-Leadership:</b> Does the employee actively seek opportunities for improvement of his or her interpersonal skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. Interpersonal Skills**

**A. Communication:** Does the employee provide accurate and clear written and verbal information; present information effectively; listen effectively; comprehend and follow direction; and ask appropriate and timely questions?

**B. Cooperation:** Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

**C. Teamwork:** Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?

**D. Conflict Resolution:** Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?

**E. Constructive Feedback:** Does the employee accept constructive feedback and demonstrate willingness to improve?

**F. Servant-Leadership:** Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?

**G. Servant-Leadership:** Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

List strengths. What does this employee do well?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List specific areas for improvement, if any:

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3. \_\_\_\_\_
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5. \_\_\_\_\_

**IV. Other Comments:**

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

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