

**PROFESSIONAL STAFF PERFORMANCE EVALUATION**

**COVER SHEET**

INSTRUCTIONS: This cover sheet is to be completed, signed, and attached to all performance evaluations for Professionals when a **contract renewal is not** due. The Human Resources Office will place this form and the completed evaluation in the evaluatee's personnel folder.

DATE \_\_\_\_\_

NAME OF EMPLOYEE \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

EVALUATOR \_\_\_\_\_

TITLE \_\_\_\_\_

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

SUMMARY CHARACTERIZATION (CHECK ONE):

\_\_\_\_\_ SATISFACTORY                      \_\_\_\_\_ UNSATISFACTORY

CHECK ONE: A New Performance Program  
is attached \_\_\_\_\_

The Present Performance  
program is affirmed \_\_\_\_\_

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I have reviewed a copy of this evaluation and have had the opportunity to discuss it with my supervisor.

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

\_\_\_\_\_  
Date

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**REVIEW**

**Department**  
**Head/Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vice President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Received by the Human**  
**Resources Office** \_\_\_\_\_ **Date** \_\_\_\_\_

