



- Review Period: - Job Description Review

Supervisor Evaluation

- I. Leadership:** (Consider how employee influences, motivates, and encourages employees.)
- II. Communication:** (Consider how employee conveys information verbally and in writing. Consider employee's listening skills and professional courtesy in communicating with others.)
- III. Work Relationships/Teamwork/Customer Relations:** (Consider how harmoniously and effectively the employee responds and interacts with employees and others within or outside their department and University.)
- IV. Decision Making:** (Consider employee's ability to identify issues and choose appropriate course of action.)

Summary Sheet

Areas for Improvement/Action Plan:

Summary:

OVERALL EVALUATION: (check one)

	Unsatisfactory: A rating that may apply to inexperienced newcomers to the job or University. It applies to others whose performance falls far short of expectations. Employees performing at this level would be expected to improve or move out of the job in a reasonable length of time.
	Needs Improvement: Performance is acceptable in some but not all aspects of the job. Performance does not consistently meet requirements and the need for further development is recognized.
	Fully Acceptable: Performance meets all requirements and expectations of the job. The employee is doing everything that is called for in the job in a timely and effective manner. Most experienced employees should perform at this level.
	Commendable: Performance is clearly and consistently above what is required in the job. Achievement is superior and consistently above expectations in most aspects of the job.
	Outstanding: Performance consistently exceeds expectations in all aspects of the job. This rating is reserved for those few individuals whose exceptional performance is obvious to all.

Signatures:

My signature indicates I have reviewed this performance appraisal and have discussed the contents with my immediate supervisor or his/her designee. My signature also means that I have been advised of my performance and does not necessarily imply I agree with the evaluation. I understand that I may attach my comments to this document to be held in my personnel file in Human Resources.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewing Supervisor's Signature: _____ Date: _____