

**Clarkson University
Performance Evaluation Form
Non-Exempt Employees**

Performance Evaluation Period _____

Name _____ Title _____

Department _____ Supervisor _____

Instructions: The employee and supervisor will complete the Performance Goals section on Page 2 at the beginning of the evaluation period. The remainder of the form will be completed at the conclusion of the evaluation period.

Performance Goals Developed with employee for the period _____ to _____.

Supervisor _____ Date _____

Employee _____ Date _____

Performance Evaluation Completed with Employee

Supervisor _____ Date _____

Employee _____ Date _____

**Completed Performance Evaluation Reviewed by Next Level Supervisor
(Director, Dean or Vice President)**

Name _____ Date _____

(After this review, send form to Human Resources, Box 5542 for Personnel file.)

Key

Outstanding - Performance is consistently at the very highest level and far exceeds the responsibilities of the position description and/or consistently demonstrates a high level of initiative.

Good - Performance consistently meets the responsibilities of the job description.

Very Good - Performance is regularly at a high level and regularly exceeds the responsibilities of the position descriptions.

Needs Improvement - Performance meets some, but not all, of the responsibilities of the position description.

Performance Goals and Objectives *(At least one goal is required.)*

List performance goals for the upcoming year.

Examples:

- to improve one or more job related skills
- to enhance professional or job development
- to improve in areas related to performance

1.

2.

3.

Performance Evaluation

Initiative -- Consider the following:

- *The employee=s determination, independence, and ability to learn*

Outstanding Very Good Good Needs Improvement

Comments

Enthusiasm-- Consider the following:

- *Attitude towards job, fellow workers, supervisors, and the University community*

Outstanding Very Good Good Needs Improvement

Comments

Quality of Work -- Consider the following:

- *Thoroughness, accuracy and neatness of completed assignments*

Outstanding Very Good Good Needs Improvement

Comments

Job Knowledge -- Consider the following:

- *Knowledge of job and related work*

Outstanding Very Good Good Needs Improvement

Comments

Team Work -- Consider the following:

- *How well the employee interacts and communicates with fellow employees, supervisors, and the University community*

Outstanding Very Good Good Needs Improvement

Comments

Judgement -- Consider the following:

- *Accuracy of decisions*
- *Ability to work with little or no instructions*
- *Judgement in unusual circumstances*

Outstanding Very Good Good Needs Improvement

Comments

Dependability -- Consider the following:

- *The manner in which the employee handles work*
- *The amount of supervision required*

Outstanding Very Good Good Needs Improvement

Comments

Attendance/Punctuality -- Consider the following:

- *The employee's ability to be on the job during regular working hours*
- *Reporting to work or returning from lunch, breaks, etc. in a timely manner*

Outstanding Very Good Good Needs Improvement

Comments

Performance Goals

Appraise the performance goals listed on Page 2.

Outstanding Very Good Good Needs Improvement

1.

Outstanding Very Good Good Needs Improvement

2.

Outstanding Very Good Good Needs Improvement

3.

Overall Performance -- How would you appraise the employee's overall performance for this period?

Outstanding Very Good Good Needs Improvement

List several of the employee's strengths:

List areas where improvement or development is needed:

List courses or training the employee completed during the past period:

Employee Written Comments: