

EXEMPT STAFF PERFORMANCE EVALUATION FORM

Employee's Name:	
Title:	
Department:	
Evaluation Period:	
Evaluator's Name:	
Evaluator's Title:	
Date of Evaluation:	

I. OVERALL EVALUATION RATING	CHECK ONE
Exceeds Expectations - Performance consistently surpasses what is expected for the position.	
Meets Expectations - Performance consistently falls within desired levels.	
Needs Improvement - Performance does not yet meet expectations. Minor corrective action is needed	
Unsatisfactory - Performance falls substantially short of expectations. Major corrective action is needed.	
Not Applicable - Staff member did not have opportunity to utilize this skill.	

II. PERFORMANCE OVERVIEW

A. Occupational Knowledge: Displays the knowledge and skills required of the position and as articulated by the employee's job description. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
B. Work Output: Completes assigned tasks within specified deadlines and in a manner consistent with expectations and instructions. (Consider quality and quantity of work where applicable) Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
C. Policy Adherence: Observes departmental and university policies regarding attendance, punctuality, use of various forms of leave, submission of time sheets, safety, and all other regulations as articulated by the staff policy handbook. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
D. Professional Integrity: Displays honesty and ethical behavior. Exercises good judgment. Acts as a role model to fellow staff. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable

E. Student Centeredness: Helpful and courteous to students on campus. Recognizes the importance of delivering high quality service to students. Supporting Details:	Rating (Check One)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
F. Service Focus: Values the importance of delivering high quality service to internal and external customers. Delivers service in a way that reflects positively upon the department and the university. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable

III. SUPERVISORY/MANAGERIAL PERFORMANCE (if applicable)

If the employee does not supervise any staff members mark appropriate section as "Not Applicable". If the employee does not manage a defined area and/or budget, skip this section and continue on to Section III.

A. Staff Performance: Provides timely and accurate staff evaluations. Displays commitment to staff development. Staff performs well under his/her supervision. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
B. Management: Demonstrates good judgment when making departmental decisions. Resolves conflicts effectively. Delegates work appropriately. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
C. Administration: Submits required paper work on time and in an orderly fashion. Possesses desirable hiring and interviewing skills. Engages in efficient and sustainable departmental practices. Manages expenses properly (where applicable). Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
D. Leadership: Able to motivate and inspire staff. Shows commitment to Drury's core values. Promotes a culture of inclusion. Participates in civic activities, community service, and/or other special projects. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable

IV. PERFORMANCE IN KEY AREAS

Identify key areas of responsibility for this employee and rate his/her performance in those areas. Attach additional sheet if necessary. Examples of key areas might include any combination of the following: items from the employee's job description, departmental objectives, specific projects or assigned tasks, and/or other responsibilities required of the employee in his/her job

A. Key Area No. 1

Description:

Rating: ☐Unsatisfactory ☐Needs Improvement ☐Meets Expectations ☐Exceeds Expectations ☐Not Applicable
Completed? ☐No ☐Yes ☐In Progress/Ongoing
Supporting details:

B. Key Area No. 2

Description:

Rating: ☐Unsatisfactory ☐Needs Improvement ☐Meets Expectations ☐Exceeds Expectations ☐Not Applicable
Completed? ☐No ☐Yes ☐In Progress/Ongoing
Supporting details:

C. Key Area No. 3

Description:

Rating: ☐Unsatisfactory ☐Needs Improvement ☐Meets Expectations ☐Exceeds Expectations ☐Not Applicable
Completed? ☐No ☐Yes ☐In Progress/Ongoing
Supporting details:

V. GOALS FOR NEXT EVALUATION

List performance goals for the next evaluation period. Attach additional sheet if necessary.

VI. PROFESSIONAL DEVELOPMENT

Describe career goals and/or other professional aspirations the employee has shared with you. Are there specific seminars, courses, etc. that could be of value in helping the employee achieve these objectives? (Attach additional sheets if necessary)

VII. ADDITIONAL COMMENTS BY SUPERVISOR (Optional)

Please use this space to provide any additional comments you might have about the staff member's performance and/or the evaluation process. (Attach additional sheets if necessary)

VIII. EMPLOYEE COMMENTS (Optional)

Please allow the employee to use this space to provide any comments or concerns he/she might have about this evaluation. (Attach additional sheets if necessary)

IX. SIGNATURES

Please sign where indicated. Note: An employee's signature does NOT indicate agreement with the evaluation, but confirms that the employee and supervisor have met and discussed the evaluation.

Before the evaluation is discussed with the employee, the supervisor must obtain the signature of his/her own immediate supervisor for the "One Over One" review.

Employee ID#: _____

Employee: _____ Date: _____

Immediate Manager/Supervisor: _____ Date: _____

One Over One Review: _____ Date: _____