

ARKANSAS TECH UNIVERSITY

ANNUAL PERFORMANCE EVALUATION FOR EXEMPT EMPLOYEES

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ CURRENT DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

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RATING SCALE:    A - Excellent                      SIGNIFICANCE FACTOR: 3 - Critical  
                          B - Good    2 - Important  
                          C - Fair    1 - Incidental  
                          D - Poor, Needs Improvement  
                          E - Does Not Apply

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**SECTION I**

	<u>JOB FACTORS</u>	<u>SUPERVISOR'S EVALUATION</u> (A-E)	<u>SIGNIFICANCE FACTOR</u> (1-3)
1.	<b>QUALITY OF WORK</b> Assures accuracy, thoroughness and reliability of results in the work product.	<u>    B    </u>	<u>    3    </u>
2.	<b>QUANTITY</b> Meets the workload requirements of the job.	<u>    A    </u>	<u>    3    </u>
3.	<b>ORGANIZATION</b> Demonstrates ability to plan and establish priorities to achieve job objectives.	<u>    B    </u>	<u>    2    </u>
4.	<b>PLANNING</b> Develops objectives and plans of action.	<u>    C    </u>	<u>    2    </u>

<u>JOB FACTORS</u>	<u>SUPERVISOR'S EVALUATION</u> (A-E)	<u>SIGNIFICANCE FACTOR</u> (1-3)
Establishes time lines for implementation of plans/ projects/activities.	<u>C</u>	<u>2</u>
Formulates systematic evaluation process for continuous improvement.	<u>C</u>	<u>2</u>
5. <b>Cost Control</b> Exercises acceptable budgetary control.	<u>A</u>	<u>2</u>
6. <b>Cost Awareness</b> Demonstrates a knowledge of budget planning and budgetary principles.	<u>A</u>	<u>2</u>
7. <b>Ability to Make Judgements</b> Makes decisions which are sound and timely.	<u>B</u>	<u>3</u>
8. <b>Initiative</b> Contributes new ideas and methods, and systems.	<u>A</u>	<u>2</u>
9. <b>Adaptability</b> Adapts to changing priorities, new ideas, methods, and systems.	<u>A</u>	<u>2</u>
10. <b>Ability to Deal With Others</b> Maintains satisfactory relationships.	<u>A</u>	<u>3</u>
11. <b>Dependability</b> Plans and completes work assignments as required by suspense dates.	<u>A</u>	<u>2</u>

<u>JOB FACTORS</u>	<u>SUPERVISOR'S EVALUATION</u> (A-E)	<u>SIGNIFICANCE FACTOR</u> (1-3)
12. <b>Problem Solving</b> Demonstrates analytical ability to gather facts and develop solutions.	<u>B</u>	<u>2</u>

### **PROFESSIONAL QUALITIES**

1. <b>Verbal Communication Skills</b>	<u>B</u>	<u>3</u>
2. <b>Written Communication Skills</b>	<u>B</u>	<u>3</u>
3. <b>Attitude Toward Criticism</b> Uses constructive criticism by management/supervisor.	<u>A</u>	<u>3</u>
4. <b>Job Knowledge</b> Demonstrates a clear understanding of all aspects of the job.	<u>A</u>	<u>3</u>
5. <b>Technical Skills</b> Is proficient in technical skills required for the job.	<u>A</u>	<u>3</u>
6. <b>Professional Standing</b> Maintains liaison/membership with the appropriate professional organizations and attends professional conferences/meetings.	<u>A</u>	<u>3</u>
7. <b>Works well under stress.</b>	<u>A</u>	<u>3</u>
8. <b>Works to meet goals and objectives of the university.</b>	<u>B</u>	<u>3</u>

<u>JOB FACTORS</u>	<u>SUPERVISOR'S EVALUATION</u> (A-E)	<u>SIGNIFICANCE FACTOR</u> (1-3)
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**SUPERVISORY SKILLS**

1.	Provides and encourages professional training/ development of staff.	<u>B</u>	<u>2</u>
2.	Delegates responsibility for implementation and achievement of objectives.	<u>A</u>	<u>2</u>
3.	Demonstrates a knowledge of affirmative action through hiring practices.	<u>E</u>	<u>        </u>
4.	Exemplifies leadership by motivating employees to perform with competency and professionalism.	<u>A</u>	<u>3</u>

**SECTION II - SUPERVISOR'S COMMENTS**

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**OVERALL RATING**

Indicate which one of the following best describes the employee's overall performance.

  X   Excellent

       Good

       Fair

       Needs Improvement

       Poor

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION III - EMPLOYEE'S ACKNOWLEDGMENT**

1. My supervisor has reviewed the above evaluation with me. I have been provided with a copy of the form.

2. Employee's Comments (Optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_