

# University Recreation



## Employee Evaluation Forms

Employee Name

Evaluator Name

Date

Quarter

- Fall
- Winter
- Spring
- Summer

Program Area

- Aquatics
- Competitive Sports
- Fitness
- Facility Operations
- Member Services
- Business Operations
- Marketing

As a Seattle University Recreation employee part of your responsibility is to review your fellow employees on their performance working for UREC. The individuals performance is evaluated based on the following criteria:

- **A**utonomy: Initiative and Reliability
- **M**astery: Skills and Quality
- **P**urpose: Passion and Interaction

### **Performance Rating Scale:**

*1 - Below minimum standards: performance well below acceptable standards; immediate improvement required.*

*3 - Meets requirements: performance consistently meets job requirements.*

*5 - Exceeds requirements: performance and contributions consistently exceeds expected standards.*

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**Autonomy: The employee demonstrates the ability to hold her/himself accountable for her/his actions, decisions, and performance while at work and acting as a representative of the department.**

**Initiative**

- Takes initiative identifying/researching problems.
- Responds to problems perceived by others in a timely manner.
- Develops appropriate and creative solutions and chooses best alternative.
- Uses outside resources and consultants to the extent necessary; seeks advice/approval when appropriate.

	1	2	3	4	5
Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Reliability**

- Attendance and punctuality consistently maintained; follows correct procedure for notification.
- Uses work time appropriately for work activities; attends meetings regularly and promptly.
- Demonstrates flexibility in scheduling, accepting work assignments, and shows willingness to sub for others.
- Promotes a safe work environment and work practices; complies with all safety guidelines.

	1	2	3	4	5
Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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***Mastery: The employee shows a desire to develop comprehensive knowledge and skills in a specific subject area or accomplishment.***

**Skills**

- Demonstrates understanding of policies, procedures, and structures necessary to accomplish job duties.
- Follows policies and protocols in carrying out job responsibilities.
- Demonstrates effective oral and written communication skills.
- Listens effectively to others, facilitates group discussions, and contributes in a positive and supportive manner.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Quality of work

- Individual provides complete, respectful, and effective service to patrons or user groups.
- Makes decisions in a timely manner after considering all factors and shares information as appropriate.
- Responds correctly to inquiries, consults with others, and utilizes resources as appropriate.
- Is current on University Recreation developments in areas; participates in staff meetings, in-services, and daily work shifts as necessary; stays up to date with email and communications.

	1	2	3	4	5
Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Comments

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***Purpose: The desire to encourage interaction and passion in something bigger than oneself.***

## Passion

- Embodies the mission and values of University Recreation.
- Takes part in events, celebrations, and award recognitions.
- Sets standards for involvement in programs and services.
- Offers a voice to make University Recreation the best it can be.

	1	2	3	4	5
Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Comments

## Interaction

- Promotes an emphasis on customer care and the importance of responding courteously and promptly to all patrons.
- Supports and conveys a positive and friendly image of University Recreation.
- Exhibits an ability to adapt to different personalities and cultures; maintains calm and professional approach to pressure.
- Maintains confidentiality of all students, faculty, staff, and employee related information; uses discretion when discussing these matters.
- Works in a positive and supportive way with students, faculty, staff, and patrons.
- Open to feedback and opportunities for improvement.

	1	2	3	4	5
Rating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Comments

Evaluator's Signature (First Name, Last Name)

Date

Employee's Signature (First Name, Last Name)

Date