

TEXAS A&M ENGINEERING

EMPLOYEE PERFORMANCE EVALUATION

Texas A&M Engineering Experiment Station & Dwight Look College of Engineering
Annual Performance Evaluations to be completed by May 31

Effective performance evaluation tools and techniques are essential to the success of human resource management. Constructive feedback is vital to professional development and performance; additionally, the performance evaluation serves as documentation for merit increases, promotions, disciplinary actions and dismissals. Performance evaluation is most effective as an ongoing, informal process with a formal, documented appraisal at least once each year. This performance appraisal offers supervisors the opportunity to communicate with staff, review goals, assess progress and plan for improvement.

Employee Name	<input type="text"/>	Date of Evaluation	<input type="text"/>
Position Title	<input type="text"/>	Department/Division	<input type="text"/>

INSTRUCTIONS

1. Select the single statement that best describes the employee's performance for each evaluation factor.

OVERALL EVALUATION RATING	DESCRIPTION
Exemplary	Employee significantly and consistently exceeds performance expectations and the quality of work overall is exceptional. Comments required.
Proficient	Employee achieves performance expectations and overall work is high quality and reliable. Comments Suggested.
Improvement Needed/In Development	Employee performance did not consistently achieve expectations or employee is still developing knowledge of duties and responsibilities (ie: new employee or employee obtaining additional tasks). Performance goals and development plan will need to be established. Comments required.
Unsatisfactory	Employee performance was consistently below expectations and does not perform at an acceptable level. Comments required.

2. Position Description - Both employee and supervisor will need to initial the statement at the end of the evaluation to document review of position description. Amend the position description as needed by updating in TAME Jobs via SSO. The updated version will need to be signed by both the employee and supervisor and maintained in the personnel file.

3. After the evaluation has been discussed with the employee, the employee should receive a copy. The original and any attachments are to be maintained in the employee's personnel file.

Resources - Contact Engineering Human Resources at 458-7697.

MANDATED TRAINING CERTIFICATION

Compliance with mandated training requirements must be certified as part of the performance evaluation process. The mandated trainings required are identified in Texas A&M University System Regulation 33.05.02 as follows:

- 1) Creating a Discrimination Free Workplace/EEO (required every two years)
- 2) Ethics (required every two years)
- 3) Reporting Fraud, Waste and Abuse (required every four years)
- 4) Information Security Awareness (required every two years)

Employees should provide a transcript of all completed trainings and/or assignments to their supervisor during their evaluation. The transcript can be accessed via TrainTraq from Single-Sign-On at <https://sso.tamus.edu>.

Supervisor - Certify employee training compliance by checking one of the options below.

- Employee has completed the mandated trainings listed above. Employee has NOT completed the mandated trainings listed above & has been instructed to complete expeditiously.

1) Collaboration & Teamwork - Willingly cooperates and works collaboratively toward solutions that generally benefit all involved and accomplish group objectives and goals; able to convey thoughts and express ideas effectively.

Examples: Asks for input and encourages participation from others on projects; demonstrates interest in helping others solve problems and accomplish work objectives; actively participates in group projects; shares information and expertise with others enabling the accomplishment of goals; clearly and effectively shares relevant information; strives to understand others and demonstrates effective communication skills.

Exemplary*

Proficient

Improvement Needed/In Development*

Unsatisfactory*

***Comments Required**

2) Customer Service - Demonstrates concern for meeting internal and external customer needs in a manner that provides satisfaction for the customer (students, co-workers, peers, supervisors/managers, vendors, external partners, PI's, etc).

Examples: Employee's interaction with others within or outside the unit or organization; identifying and responding to customer's needs; looks for creative approaches to provide or improve customer service; consistently delivers high quality service; responds quickly and efficiently to customers.

Exemplary*

Proficient

Improvement Needed/In Development*

Unsatisfactory*

***Comments Required**

3) Diversity: Creates an atmosphere of valuing and accepting others; promotes equal/ fair treatment and opportunity for all races and genders; demonstrates honest and ethical behavior; commitment to recognize and appreciate the variety of characteristics that make individuals unique.

Examples: Treats all individuals fairly and respectfully; works effectively with and seeks information from others regardless of background, position, personalities, or status; recognize values and differences in viewpoints of others; consistently looks at issues from multiple perspectives.

Exemplary*

Proficient

Improvement Needed/In Development*

Unsatisfactory*

***Comments Required**

4) Job Knowledge & Skills: Demonstrates clear knowledge, skills and abilities in assigned duties and responsibilities; has desire and drive to acquire knowledge and skills necessary to perform job more effectively.

Examples: Seeks opportunities to increase work related skills/knowledge; identifies and pursues areas for training and development that will enhance job performance.

Exemplary*

Proficient

Improvement Needed/In Development*

Unsatisfactory*

***Comments Required**

5) Organizational Compliance & Safety: Consistently complies with the organization's rules and regulations as well as policies and procedures; understands organization safety and training requirements including maintaining compliance; supports the organization's mission, vision, and values.

Examples: Follows safety standards and takes action that minimizes risk of self and others; operates equipment safely while demonstrating appropriate use of and respect for property and equipment; keeps current with required State & System mandated trainings.

- Exemplary* Proficient Improvement Needed/In Development* Unsatisfactory*

***Comments Required**

6) Problem Solving & Decision Making: Employee generates and implements creative and/or original approaches to addressing problems and overcoming obstacles; correctly analyzes situations and considers all options; identifying courses of action.

Examples: Identifies the information needed to solve a problem effectively, presents problem and recommends solutions; resourceful in finding information; cultivates new ideas; makes decisions and accepts responsibility for decisions; seeks constructive approaches in handling workplace issues; learns from mistakes; makes informed decisions.

- Exemplary* Proficient Improvement Needed/In Development* Unsatisfactory*

***Comments Required**

7) Professional Excellence: Commitment to improve personal and professional growth; openness and willingness to modify preferred ways; accepts work responsibilities and is flexible to change; adhere to high standards of personal and professional conduct at work.

Examples: Produces high-quality and timely results; demonstrates thoroughness and accuracy in work; engages in work related activity and makes productive use of work time; adapts well to changes in responsibility, job requirements, and organizational structure; shows willingness to learn new ways to accomplish work tasks; takes advantage of professional development opportunities and seeks new learning experiences.

- Exemplary* Proficient Improvement Needed/In Development* Unsatisfactory*

***Comments Required**

8) Supervision/Management (Supervisors Only): Extent to which employee makes sound decisions and provides leadership, direction and mentoring while serving as a positive role model; use of appropriate and effective management styles, flexibility, care and concern for staff; plans and delegates work effectively.

Examples: Gives appropriate direction and effectively communicates expectations; provides honest and timely performance feedback; effectively manages employee performance issues; recognizes achievements; encourages and supports employee development; gives credit and recognition to those who contribute.

- Exemplary* Proficient Improvement Needed/In Development* Unsatisfactory*

***Comments Required**

Supervisor's Overall Comments, Performance Objectives, Development Plan

OVERALL RATING: Contribution to overall organizational success

Exemplary Proficient Improvement Needed/In Development Unsatisfactory

Signatures and Verification

I understand that my signature indicates only that I have read and discussed this performance evaluation with my supervisor/evaluator. It does not necessarily mean that I agree with the evaluation's contents. I may attach written comments, if desired.

Written Comments are attached: YES NO

We attest that as part of the evaluation process the employee's position description has been reviewed and will be updated as needed. Employee Initial _____ Supervisor Initial _____

We attest that as part of the evaluation process, professional development activities and related objectives have been discussed and essential training and development plan have been documented (attach if not documented above).

Employee Initial _____ Supervisor Initial _____

Employee's Signature: _____ Date: _____

Immediate Supervisor's Signature: _____ Date: _____

Print Supervisor's Name: _____

Next Level Supervisor (if necessary): _____ Date: _____

This form, and any attachments, become part of the employee's official personnel file.