

Staff Performance Evaluation

Save the document in a named file prior to completing any field.
Current version of Adobe Reader is required <http://get.adobe.com/reader/>

Section 1 - EMPLOYEE INFORMATION

Evaluation No: _____ R #: _____ Overall Evaluation Rating: _____

3 Montf : 6 Montf : Annua: Fojjow Up (Cvnj_g): _____

Last Name: _____ First Name: _____ Middle Initial: _____

Title: _____

Department: _____

Section 2 - INSTRUCTIONS

- This form should be utilized to evaluate the performance of staff employees, including supervisors. This form will not be utilized to evaluate the performance of faculty or instructional employees unless assigned supervisory duties.
- This form must be typed.
- Supervisors should evaluate up to 12 essential functions as identified on the employee's current Position Description; if all 12 essential function fields are not used, the supervisor should select N/A for the remaining fields.
- Comments are required on all essential functions.
- Supervisors who determine that the employee is a supervisor of other employees will utilize the "Supervisory Factors" section. If the employee is not a supervisor, the competencies in the "Supervisory Factors" section should be marked N/A.
- Supervisors must evaluate the employee's performance as it relates to all global competencies in Section 5. If an employee is not meeting expectations, a comment is required.
- The evaluation must be presented to the employee after both the supervisor/manager and second level manager have signed it. It should be submitted to hr.evaluation@ttu.edu after the employee has signed it.

PERFORMANCE LEVEL RATING (1 - 7)	
Rating	Description
7 Consistently Above Expectations	Employee performance was so significantly above expectations that it has positively affected the entire university, division, or department. The supervisor can articulate what their expectations were and specific examples of those expectations being far surpassed.
6 Frequently Above Expectations	Employee frequently exceeded expectations. The supervisor can articulate what their expectations were and examples of those expectations frequently being exceeded.
5 Above Expectations	Employee has exceeded expectations several times during the year. The supervisor can articulate what their expectations were and a few examples of how they were exceeded.
4 Meets Expectations	Employee met all expectations. Most employees perform at this level most of the time.
3 Below Expectations	Employee performance occasionally did not meet expectations. The employee's performance is close to level 4. The supervisor can articulate what their expectations were and provide a few examples of when they were not met.
2 Frequently Below Expectations	Employee performance did not meet expectations on multiple occasions. This employee required extra supervision to produce quality work. The supervisor can articulate what their expectations were and provide examples of those expectations frequently not being met.
1 Consistently Below Expectations	Employee performance was consistently below expectations. This employee required constant supervision to produce quality work. The supervisor can articulate what their expectations were and provide examples of how they were not met the vast majority of the time.

Section 3 - ESSENTIAL JOB FUNCTIONS as identified on current Position Description

1.		N/A	1	2	3	4	5	6	7
Comments									
2.		N/A	1	2	3	4	5	6	7
Comments									
3.		N/A	1	2	3	4	5	6	7
Comments									
4.		N/A	1	2	3	4	5	6	7
Comments									
5.		N/A	1	2	3	4	5	6	7
Comments									
6.		N/A	1	2	3	4	5	6	7
Comments									

Name: _____

R#: _____

7.	N/A	1	2	3	4	5	6	7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments								

8.	N/A	1	2	3	4	5	6	7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments								

9.	N/A	1	2	3	4	5	6	7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments								

10.	N/A	1	2	3	4	5	6	7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments								

11.	N/A	1	2	3	4	5	6	7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments								

12.	N/A	1	2	3	4	5	6	7
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments								

Section 4 - SUPERVISORY FACTORS *supervisory positions as determined by the supervisor*

1. Leadership Ability <i>The ability to organize and influence a diverse group of people to achieve a common goal</i>		N/A	1	2	3	4	5	6	7
Comments									

2. Coaching <i>The ability to communicate clear expectations, provide feedback, recognize effort, and celebrate success</i>		N/A	1	2	3	4	5	6	7
Comments									

3. Decision Making <i>Effectiveness in making sound decisions and taking appropriate actions</i>		N/A	1	2	3	4	5	6	7
Comments									

4. Conflict Resolution <i>Identify conflict and utilize appropriate listening and communication skills to help resolve workplace disputes</i>		N/A	1	2	3	4	5	6	7
Comments									

5. Management of Fiscal Responsibilities <i>Effectively demonstrates a commitment to stewardship and appropriate use of resources</i>		N/A	1	2	3	4	5	6	7
Comments									

Section 5 - GLOBAL COMPETENCIES

1. Quality of Customer Service/Relationship with Others <i>Respectful, cooperative, and effective in getting along with a diverse group employees and customers</i>		1	2	3	4	5	6	7
Comments								
2. Compliance/Staff Development <i>Complies with all university and departmental rules, laws, policies and procedures; attends all training or certification programs with the specified time frames</i>		1	2	3	4	5	6	7
Comments								
3. Planning and Organizing Work/Quality of Work <i>Effective and efficient utilization of time and resources</i>		1	2	3	4	5	6	7
Comments								
4. Dependability/Accountability <i>Degree to which the employee can be relied upon and complete tasks in a timely manner</i>		1	2	3	4	5	6	7
Comments								
5. Initiative/Adaptability <i>Anticipates and responds to the needs of the department</i>		1	2	3	4	5	6	7
Comments								
6. Communications (oral and written) <i>Expresses ideas/information in a complete, clear, concise, organized, and timely manner, actively listens to others and is open to suggestions</i>		1	2	3	4	5	6	7
Comments								

Name: _____

R#: _____

Section 6 - DEVELOPMENT, GOALS AND COMMENTS

Employee Development

Give suggestions to develop or improve performance (such as projects, training, or education).

Empty box for employee development suggestions.

Section 7 - ACKNOWLEDGMENTS

Signatures of Supervisors

This evaluation is based on my observation and/or knowledge of the employee's performance.

Evaluator Name (Printed)

R#: _____

Evaluator Signature (Supervisor/Manager)

Date: _____

Next Level Management Name (Printed)

R#: _____

Next Level Management Signature

Date: _____

Employee Acknowledgment

I have received and reviewed a copy of this evaluation and had the opportunity to discuss it with my supervisor. My signature does not necessarily mean that I agree with the evaluation, but represents acknowledgment of receipt. I understand I may provide to my supervisor a written response to this evaluation within 10 business days. My response must be signed and dated.

Employee Name (Printed)

R#: _____

Employee Signature

Date: _____

DISTRIBUTION

Original – Department File

Copy – Employee

Copy– Human Resources (hr.evaluation@ttu.edu)