



BYU Hawaii Employee Evaluation

Calendar Year 2015

Employee Name:			
Job Title:			
Department:			
Review Period Start:		Review Period End:	
Reviewer Name:		Reviewer Title:	

Performance Factor	Employee Rating	Evaluator Rating	Comments
Quality of Work			
Productivity (Quantity of work)			
Initiative			
Dependability			
Communication Skills			
Appearance			
Personal Growth			
Care for others/students			

Ratings (see the end of the form for explanation of ratings)

- 1** *Unsatisfactory Performer (requires explanation and action)*
- 2** *Fair Performer*
- 3** *Solid Achiever*
- 4** *High Achiever*
- 5** *Extraordinary Achiever (requires explanation)*

Goals and Professional Development

Current Goals	Professional Development Plans



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Honor Code:

I have reviewed the Code of Honor and I reaffirm my commitment to abide by its standards. I understand that observance to the Code of Honor and eligibility of a temple recommend are specific conditions of employment.

Employee Initial: _____

Conflict of Interest (COI) & Conflict of Time Commitment:

The Conflict of Interest & Conflict of Time Commitment is reviewed annually, however, if a conflict or change arises during the year (this includes temple assignments) a new COI Form must be completed, signed and submitted to the Human Resource Office.

I have reviewed the Conflict of Interest and Conflict of Time Commitment policies with my supervisor, and have no outside interest which needs to be disclosed.

Employee Initial: _____

Attached is a Conflict of Interest form signed and approved by the employee and supervisor disclosing a Conflict of Interest and a Conflict of Time Commitment. [Go to the following link to obtain the form <http://hr.byuh.edu/sites/hr.byuh.edu/files/Conflict%20of%20Interest.pdf>]

Employee Initial: _____

I have reviewed the University FERPA requirements and agree to comply with the spirit and intent of the law.

Employee Initial: _____

Employee Acknowledgement

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature / Date

Reviewer Signature / Date



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BYU Hawaii PERFORMANCE EVALUATION Ratings:

Note: To be acknowledged in this category the employee must have been recognized by some extraordinary accomplishment and such should be in writing and be in the employees personnel file.

Extraordinary Achiever: Work that is characterized by sustained exemplary accomplishments at the highest level throughout the rating period; providing exemplary support to the contributions of the organization. Performance consistently exceeds and sometimes far exceeds the performance goals of the job. Typically demonstrates full mastery of the knowledge, skills and abilities for the required work.

High Achiever: Work that is characterized by a consistently high level of accomplishment; meeting and often exceeding the performance goals of the job. Typically independently demonstrates fully proficient knowledge, skills and abilities for the required work.

Solid Achiever: Work that is characterized by achieving results at a level that generally meets and sometimes exceeds the performance goals of the job. Typically demonstrates fully proficient knowledge, skills and abilities for the required work.

Fair Performer: Work that requires improvement to fully meet the performance goals in one or more areas; provides basic support to the contributions of the organization. Typically demonstrates beginner knowledge, skills and abilities for the required work. Note: It is not recommended that this rating is given for more than one performance cycle. The employee's performance must either improve to the Solid Performer level or the continuing poor performance must be addressed using the evaluation process (i.e. Unsatisfactory Performer) or the formal disciplinary process. To assist in achieving improvement for the next evaluation cycle, supervisors should develop specific learning goals, steps/resources needed on a written document that should be shared with the employee and housed in the employee's personnel folder.

Unsatisfactory Performer: Work that fails to meet the goals of the job function; generally falls short of performance goals (even though sometimes approaching goals); provides minimal support to the contributions of the organization.

Note: An employee must have received at least one written letter that is placed in the employee's personnel folder and that outlines the unsatisfactory performance during the same performance cycle to be eligible for an "Unsatisfactory Performer" rating. An employee who receives this rating must be rated again within 3 months. If the rating overall is unsatisfactory again the manager must meet with his manager to outline a course of action.