



# ANNUAL PERFORMANCE EVALUATION

## STAFF

NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_ UNIT \_\_\_\_\_

REVIEWERS NAME \_\_\_\_\_

DATE OF REVIEW \_\_\_\_\_ REVIEW PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

*Rating Scale*

<b>S</b>	Superior	Frequently exceeds job requirements of the position, performance is well above standard
<b>E</b>	Exceeds Expectations	Exceeds job requirements; performance is above standard
<b>M</b>	Meets Expectations	Consistently meets job requirements; performance is acceptable
<b>N</b>	Needs Improvement	Significant improvement necessary
<b>U</b>	Unsatisfactory	Performance unacceptable, immediate improvement necessary
<b>N/A</b>	Not Applicable	Performance factor does not apply to the position being evaluated

# FUNDAMENTAL FACTORS

## ADHERENCE TO POLICY

Adhere to policies such as attendance, dress code and other standards of professional conduct.

Yes  No

Comments \_\_\_\_\_

## COMMUNICATION

Uses effective verbal and written skills.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## CONTINUOUS LEARNING IMPROVEMENT

Strives to improve knowledge and skills in relevant areas.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## CONTRIBUTION TO UNIVERSITY GOALS

Makes a contribution to the accomplishment of institutional, divisional and department goals, where applicable.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## FOLLOW-UP

Keeps appropriate personnel informed of work progress and related issues.

Superior  Exceeds Expectations  Exceeds Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## JOB KNOWLEDGE

Knows what to do and how to do it. Understands fundamentals, policies, procedures and equipment required by job.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## PRODUCTIVITY

Produces a significant volume of work efficiently in a specified period of time.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## RELIABILITY

The extent to which an employee can be relied upon regarding task completion and follow-up

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

*Supportive details/comments (500 Character limit)*

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# ESSENTIAL FACTORS

## CREATIVITY

Proposes ideas, finds new and better ways of doing things.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## CUSTOMER SERVICE

Demonstrates a high priority toward serving internal and external customers in a courteous and timely manner. Demonstrates polite, cooperative, and respectful behavior. Creates an environment where people feel welcome and included

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## FLEXIBILITY/ADAPTABILITY

Prioritizes effectively in order to meet deadlines. Adopts new methods and accepts new responsibilities willingly. Adjusts quickly to new situations and customer expectations.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

## HANDLING CHALLENGES

Maintains high performance under conditions of pressure or uncertainty: dealing with varying workload requirements: remaining composed when decisions have to be made quickly.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

**INDEPENDENCE**

Performs work with little or no supervision

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

**INITIATIVE**

Takes appropriate action without waiting to be told or without direction. Makes constructive suggestions to improve work methods and processes. Seeks out new responsibilities: undertakes new work when a task is complete.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

**INTERPERSONAL RELATIONSHIPS**

Demonstrates the ability and willingness to cooperate, work and communicate with co-workers, supervisors, subordinates, and /or outside contacts.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

**JUDGMENT**

Demonstrates proper judgment and decision making skills when necessary.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

**TEAMWORK**

Contributes effectively to group projects, meetings, or team efforts. Works effectively with others to find solutions that benefit all parties involved. Actively supports group decisions.

Superior  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsatisfactory  N/A

Comments \_\_\_\_\_

*Supportive details/comments (500 Character limit)*

Employee comments (500 Character limit)

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**RATE OVERALL PERFORMANCE (BASED ON OVERALL RATING OF PERFORMANCE FACTORS)**

S \_\_\_\_\_ E \_\_\_\_\_ M \_\_\_\_\_ N \_\_\_\_\_ U \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

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## **SIGNATURES**

Your signature does not mean that you necessarily agree with everything that is stated on the form, only that you have seen the completed form and all the administrative data is correct.

When complete send a copy of the performance evaluation to the Human Resources Department, give a copy to the individual and retain a copy for yourself. If you have any questions concerning this process, the appraisal form, or need any assistance, contact the Human Resources Director at 706.568.8920.

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Employee Signature

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Date

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Supervisor Signature

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Date

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Department Head Signature

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Date