ANNUAL PERFORMANCE EVALUATION
PROFESSIONAL/ADMINISTRATIVE

NAME_____

JOB TITLE _____ UNIT _____

REVIEWERS NAME_____

DATE OF REVIEW _____REVIEW PERIOD: FROM: _____TO: _____

Rating Scale

S	Superior	Frequently exceeds job requirements of the position, performance is well above standard
E	Exceeds Expectations	Exceeds job requirements; performance is above standard
M	Meets Expectations	Consistently meets job requirements; performance is acceptable
N	Needs Improvement	Significant improvement necessary
U	Unsatisfactory	Performance unacceptable, immediate improvement necessary

FUNDAMENTAL FACTORS

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

☐ Yes ☐ No

Comments_____

COMMUNICATION
Uses clear and logical written communication and listens effectively. Has the ability to gain acceptance for one's own ideas and build support for one's own position.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

CONTINUOUS LEARNING IMPROVEMENT
Strives to improve knowledge and skills in relevant areas.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

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

Comments_____

JOB KNOWLEDGE
Understands fundamentals, policies, procedures, equipment required by job. Stays up-to-date and is knowledgeable about current and new job-related methods. Emphasizes a standard of excellence in all work endeavors.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

PLANNING AND ORGANIZATION
Establishes appropriate course of action for self and subordinates (if applicable) to accomplish goals; makes proper assignments of personnel and appropriate use of resources; sets realistic target dates. Undertakes appropriate action and assumes appropriate responsibilities.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

SUPPORT OF UNIVERSITY GOALS

Contributes to the accomplishment of institutional, divisional and department goals, where applicable.

☐ Superior   ☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Needs Improvement   ☐ Unsatisfactory

Comments_____

WORK QUALITY

Demonstrates accuracy, thoroughness and dependability. Performance is effective and reflects departmental/university goals and mission.

☐ Superior   ☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Needs Improvement   ☐ Unsatisfactory

Comments_____

Supportive details/comments

ESSENTIAL FACTORS

CREATIVITY

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

☐ Superior   ☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Needs Improvement   ☐ Unsatisfactory

Comments_____

FLEXIBILITY/ADAPTABILITY

Prioritizes effectively in order to meet deadlines. Adjusts quickly to new situations and customer expectations. Adapts well to changes in direction, goals, priorities, and programs. Willing to take on new responsibilities.

☐ Superior   ☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Needs Improvement   ☐ Unsatisfactory

Comments_____

HANDLING CHALLENGES

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

☐ Superior   ☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Needs Improvement   ☐ Unsatisfactory

Comments_____

INDEPENDENCE

Takes into account policies and procedures, consequences of error and significance of impact in decision-making. Exercises independent judgment.

☐ Superior   ☐ Exceeds Expectations   ☐ Meets Expectations   ☐ Needs Improvement   ☐ Unsatisfactory

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

Comments_____

JOB KNOWLEDGE

Understands fundamentals, policies, procedures and equipment required by job. Stays up-to-date and is knowledgeable about current and new job-related methods. Emphasizes a standard of excellence in all work endeavors.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

JUDGMENT

Demonstrates proper judgment and decision making skills when necessary.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

LEADERSHIP

Conceives useful and innovative approaches to problem solving and puts them into practice. Demonstrates commitment to fair employment practices and diversifying the work force. Motivates others, promotes teamwork and fosters good morale.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

ORIENTATION TOWARD RESULTS

Initiates projects, anticipates changes or needs, sets new priorities, follows through and meets deadlines.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

TEAMWORK

Contributes effectively to group projects, meetings, or team efforts. Works with others as a team and expresses individual viewpoint while considering and learning from the input of others. Identifies the need for teamwork to carry out job duties.

☐ Superior ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments_____

Supportive details/comments

Summary of strengths, accomplishments, growth and improvement

Goals

Employee comments

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

S _____ **E** _____ **M** _____ **N** _____ **U** _____

TOTAL: _____

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 Office, 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 706.507.8920.

_____   _____
Employee Signature   Date

_____   _____
Supervisor Signature   Date

_____   _____
Department Head Signature   Date