

University Student Apartments Off-Cycle Performance Evaluation

Employee _____ Working Title _____

Hire Date _____ Date of Evaluation _____

Evaluator _____ Department _____

1. Time and Attendance: Punctuality, advance notice of leave, KRONOS/time clock use (if applicable):

Met Expectations: Yes No

Comments:

2. Productivity/Initiative: Performs and completes job duties and tasks assigned in an efficient and productive manner. Generates new ideas and takes action.

Met Expectations: Yes No Exceeds

Comments:

3. Job Knowledge/Technical Skills: Proficient with the tools and technology required to complete job duties.

Met Expectations: Yes No Exceeds

Comments:

4. Customer Services/Interpersonal Skills: Dedication and thoroughness in providing quality service to the customer. Interacts with co-workers and customers in a professional manner. Verbal and written communications are clear and professional.

Met Expectations: Yes No Exceeds

Comments:

5. Professionalism: Demonstrates respect and courtesy toward others. Personal appearance, actions and language are appropriate. Maintains appropriate level of confidentiality.

Met Expectations: Yes No Exceeds

Comments:

6. Follow Through: Completes tasks assigned and committed to.

Met Expectations: Yes No Exceeds

Comments:

7. Supervisor's Summary:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____