

EPA Performance Evaluation

Employee:

Department:

Supervisor:

Date:

COMPETENCIES	EMPLOYEE SELF-RATING	SUPERVISOR RATING
<p>① Communication</p> <ul style="list-style-type: none">How well does the employee use verbal and written communication to express thoughts, ideas, or information?Does employee's communication differ (positively or negatively) between colleagues, students, supervisors, or subordinates?Does the employee communicate in a manner that clearly, accurately, respectfully, and professionally conveys information in a timely manner?	<p><input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Below Expectations</p> <p><input type="checkbox"/> Unacceptable</p>	<p><input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Below Expectations</p> <p><input type="checkbox"/> Unacceptable</p>
<p><u>Positive</u> Supervisor Comments:</p>		
<p><u>Constructive</u> Supervisor Comments:</p>		
<p><u>Employee</u> Comments:</p>		
<p><u>Competency 1 Goals:</u></p>		

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② Collaboration/Teamwork

- How effectively and/or productively does the employee work with colleagues?
- Does the employee contribute as a member of a team or work unit?
- Does the employee strive to support productive collaboration?

☐

Exceptional

☐

Exceeds Expectations

☐

Meets Expectations

☐

Below Expectations

☐

Unacceptable

☐

Exceptional

☐

Exceeds Expectations

☐

Meets Expectations

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Below Expectations

☐

Unacceptable

Positive Supervisor Comments:

Constructive Supervisor Comments:

Employee Comments:

Competency 2 Goals:

③ Work Management

- How well does the employee organize his/her work to facilitate efficient completion of tasks?
- Does the employee reconcile competing priorities or manage multiple tasks appropriately?
- Does the employee seek guidance when necessary and provide status updates when appropriate?
- Does the employee complete tasks within established deadlines?

☐

Exceptional

☐

Exceeds Expectations

☐

Meets Expectations

☐

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- Does the employee use technological advances or other approaches to create efficiencies in business practice?

Positive Supervisor Comments:

Constructive Supervisor Comments:

Employee Comments:

Competency 3 Goals:

④ Technical/Program Knowledge

- Does the employee demonstrate subject matter, technical, or program knowledge at a level that does not require an unusual degree of oversight or correction?
- Does the employee possess or lack knowledge or expertise specifically imperative to his/her current job?
- Does the employee utilize assessment tools and data for decision-making?

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Exceptional

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Exceeds Expectations

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Meets Expectations

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Below Expectations

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Constructive Supervisor Comments:

Employee Comments:

Competency 4 Goals:

5 Primary Job Unit-Level Functions

- To what extent does employee perform the primary functions of his/her job within his/her unit?
- Does the employee demonstrate specific proficiency or deficiency in a particular aspect of his/her current position?
- If employee serves as a supervisor, does he/she provide responsible, effective oversight of subordinates?

☐

Exceptional

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Exceeds Expectations

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Competency 5 Goals:

⑥ Primary Organizational-Level Functions

- Does employee strive for alignment with the strategic goals and initiatives of Appalachian State University?
- Is the employee proactive in unit-level goal setting and/or planning regarding budgets, resource allocation, etc.?
- Does the employee serve as a responsible or model representative in the delivery and/or facilitation of excellent customer service?
- Does the employee serve as a responsible or model representative of Appalachian State University?

☐

Exceptional

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Exceeds Expectations

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Meets Expectations

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Below Expectations

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Unacceptable

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Constructive Supervisor Comments:

Employee Comments:

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Competency 6 Goals:

**Overall
Performance
Rating**

☐

Exceptional

☐

Exceeds Expectations

☐

Meets Expectations

☐

Below Expectations

☐

Unacceptable

Overall Supervisor Comments:

Overall Employee Comments:

EPA Performance Evaluation

Employee:

Department:

Supervisor:

Date:

Overall **Director** Comments:

<i>Employee Signature</i>	<i>Supervisor Signature</i>	<i>Director Signature</i>

Associate Vice-Chancellor Signature

***Note:** A review of employee's job description should be conducted at the time of the performance evaluation. Job descriptions should be attached to this form upon submission to Director for approval.