

# EMPLOYEE PERFORMANCE EVALUATION

## *For Exempt and Nonexempt Staff*

**Employee Name:**

**Job Title:**

**Department:**

**Employee Category:**    Exempt                       Nonexempt

**Type of Evaluation:**    Annual                       Probationary

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**Instructions to Evaluator** – Located in *Part 1* are six performance factors and behavioral traits that must be evaluated for all staff members. Located in *Part 2* are three performance categories for employees with supervisory responsibilities. In *Part 3* the supervisor will provide an overall rating and recommendations. The supervisor will discuss the review with employee, who will have the opportunity to attach comments, and both individuals will sign the final form.

*Appendix A* should be completed in conjunction with the employee, and will be considered in subsequent evaluations.

<b>DISTRIBUTION INSTRUCTIONS</b>	<ol style="list-style-type: none"><li>1. Return the original form to the Human Resources Office</li><li>2. Maintain one copy for your departmental records.</li><li>3. Distribute one copy to the employee</li></ol>
<b>MARKING INSTRUCTIONS</b>	<ol style="list-style-type: none"><li>1. The supervisor should indicate the employee's performance by using the <b>check box</b> next to the appropriate level of performance.</li></ol>

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **Unacceptable** – Consistently fails to meet job requirements. Immediate improvement required to maintain employment.
- 2 = **Needs Improvement** – Occasionally fails to meet expectations for the position.
- 3 = **Meets Expectations** – Performs core job duties satisfactorily with typical supervision and guidance.
- 4 = **Exceeds Expectations** – Performs at or above job standards, and completes tasks beyond the core job duties and responsibilities for the position.
- 5 = **Superior** – Frequently exceed job requirements and expectations.

**Part 1 – Common Performance Factors & Behavioral Traits**

1. **Expertise, Knowledge & Skills** – Consider the degree to which the employee exhibits the ability to perform the job. Does the employee utilize current and effective techniques, materials, software and/or equipment to perform duties effectively and efficiently?

Unacceptable .....Superior  
1                      2                      3                      4                      5

Comments:

2. **Work Production** – Does the employee complete assignment on-time, accurately, and to acceptable work standards? Does the employee demonstrate the ability to work productively, prioritize tasks, and allocate his or her time efficiently?

Unacceptable .....Superior  
1                      2                      3                      4                      5

Comments:

3. **Professionalism** – Does the employee follow proper policies and procedures? Does the employee exhibit a positive and cooperative attitude towards work assignments, co-workers, supervisors, and the public?

Unacceptable .....Superior  
1                      2                      3                      4                      5

Comments:

4. **Judgment & Communication** – Does the employee demonstrate the ability analyze and solve problems related to job duties? Is the employee able to express solutions effectively? Does he or she listen, understand, and respond appropriately when dealing with others? Consider if the employee exhibit an ability to write at the level required by his or her position.

Unacceptable .....Superior

1                      2                      3                      4                      5

Comments:

5. **Dependability** – Is the employee punctual for meetings or similar activities? Does employee follow leave policies appropriately or has the employee’s work performance suffered due to absences? Consider the employee’s willingness to monitor projects independently and adjust work schedules to complete important tasks on-time.

Unacceptable .....Superior

1                      2                      3                      4                      5

Comments:

6. **Initiative & Adaptability** – Consider attempts to address issues or seek out new opportunities proactively. How well does he or she adjust to changes in duties or work environments? Does the employee assume greater responsibilities appropriately? Consider how the employee responds to new ideas or constructive criticism to improve job performance.

Unacceptable .....Superior

1                      2                      3                      4                      5

Comments:

**Part 2 – Supervisory Factors (if applicable)**

1. **Leadership** – Consider how well the employee serves as a role model and motivates those he or she supervises. Is the employee able to secure the cooperation of others, and able to coordinator other to achieve common goals. Does the employee provide guidance and opportunities for the development and advancement of his or her staff members?

Unacceptable .....Superior

1                      2                      3                      4                      5

Comments:

2. **Personnel Management** – Does the employee communicate with subordinates in an effective manner? Is he or she able to effectively delegate tasks, defining assignments, and coordinating work with others? Does the employee resolve work-related employee issue and implement policies/procedures appropriately and fairly?

Unacceptable .....Superior

1                      2                      3                      4                      5

Comments:

3. **Administration, Organization, and Planning** – How well does the employee perform routine administrative tasks, administer policies, and implement procedures? Does the employee maintain appropriate contact and communicate effectively with his or her supervisor and other college officials? Does the employee anticipate future needs of the department, coordinate with others, and set realistic goals?

Unacceptable .....Superior

1                      2                      3                      4                      5

Comments:

### **Part Three – Overall Performance**

Please use this space to describe the overall performance rating of the employee. This rating should be holistic reflection of employee's fulfillment of expectations related to the position held. Acknowledgement for significant achievements and/or suggestion for further improvements should be included.

Unacceptable ..... Superior

1

2

3

4

5

Comments:

**Evaluator's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For the Employee:** I would like the additional comments to be included in this review process (Optional – attach additional sheets if necessary).

My signature does not necessarily imply agreement with this evaluation. However I have been advised of my performance ratings and discussed its contents with my supervisor.

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by HR Office on this Date:** \_\_\_\_\_ **by:** \_\_\_\_\_