



## Arkansas State University Beebe Performance Evaluation For Classified Employees

*This performance evaluation instrument will be used as a communications tool to assist in professional development and in Human Resources decisions.*

### EMPLOYEE PERFORMANCE EVALUATION FORM

#### PART I – RATED EMPLOYEE IDENTIFICATION

Name (Last, First, MI)		Department
Position Title	Class Code	Position Number

#### PART II – RATER EMPLOYEE IDENTIFICATION

Name of Rater/Supervisor <sup>1</sup> (Last, First, MI)		Position Title
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#### PART III – REVIEWING OFFICIAL EMPLOYEE IDENTIFICATION

Name of Reviewing Official (Last, First, MI)	Telephone Number	Position Title
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#### PART IV – PERFORMANCE STANDARDS

Duty Area:
Standard:
Results:
Comments:
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Duty Area:
Standard:
Results:
Comments:
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Duty Area:
Standard:
Results:
Comments:
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Duty Area:
Standard:

<b>Results:</b> <sup>11</sup>	
<b>Comments:</b>	
Exceeds Standard <input type="checkbox"/>	Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
<b>Duty Area:</b>	
<b>Standard:</b>	
<b>Results:</b>	
<b>Comments:</b>	
Exceeds Standard <input type="checkbox"/>	Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
<b>PART V – OVERALL RATING</b>	
<b><u>Overall Rating</u></b> – It is understood that an <u>Unsatisfactory</u> in any above fields precludes awarding an <u>Exceeds Standard</u> or <u>Above Average</u> rating during this period. <b>The overall rating received is determined at the discretion of the rating official.</b>	
Exceeds Standard <input type="checkbox"/>	Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>
Rating Period Beginning Date: _____	Rating Period Ending Date: _____
<p>By signing below the employee concurs only that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet.</p> <p>Employee's Signature: _____ Date: _____</p> <p>By signing below the supervisor certifies that all subordinate performance evaluations have been completed and forwarded to the reviewing official.</p> <p>Rater's Signature: _____ Date: _____</p> <p>Reviewing Official's Signature: _____ Date: _____</p>	

**Additional Comments:**


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<sup>11</sup>Updated 3/10/2010