



**Southern University System**  
**Annual Employee Evaluation Form for**  
**Executive Level Staff/Directors/Department Heads**

**Employee Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Period of Evaluation:** \_\_\_\_\_

**I. INSTRUCTIONS TO EVALUATOR**

Supervisors must complete all of the performance, behavioral, and leadership/supervisory factors listed. The overall performance factor must also reflect the employee's performance as it relates to his/her job description, and the evaluations of his/her performance completed by their staff (if applicable.)

**RATING INSTRUCTIONS**

- 1 = Unacceptable - Consistently fails to meet job requirements. Requires immediate improvement plan to maintain employment.
- 2 = Needs Improvement - Occasionally fails to meet job requirements. May require improvement plan of some job requirements to maintain employment.
- 3 = Meets Expectations - Performs all job duties satisfactorily.
- 4 = Exceeds Expectations - Performs above required duties.
- 5 = Superior - Performs consistently beyond the job requirements.

**PART II – PERFORMANCE FACTORS**

1. Knowledge, Skills, Abilities - Consider the degree to which the employee exhibits the required level of Job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

2. Quality of Work - Does employee complete assignments and meet quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

3. Quantity of Work - Consider the results of the employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

4. Work Habits - To what extent does employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

5. Communication - Consider Job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**PART III – BEHAVIORAL TRAITS**

1. Dependability – Consider the amount of time spent directing the employee. Does the employee monitor projects and exercise follow-through; adhere to time frame; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

2. Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

3. Initiative - Consider how well the employee seeks and assumes greater responsibility; volunteers for special projects; performs task well with little supervision; does not wait to be directed.

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

4. Adaptability - Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

5. Judgment - Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

6. Attendance - Consider number of absences, use of personal (vacation) and sick leave in accordance with University policy. Attendance should be coded as follows: Ranges (1-2)= Unsatisfactory; Ranges (3-5)= Satisfactory.

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

7. Punctuality - Consider work arrival and departure in accordance with departmental and University policy. Punctuality should be coded as follows: Ranges 1-2 (Unsatisfactory); Ranges 3-5 (Satisfactory).

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**PART IV – LEADERSHIP/SUPERVISORY FACTORS**

1. Leadership - Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

Unacceptable.....Superior

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

2. Delegation - How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

Unacceptable.....Superior

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

3. Planning and Organizing - Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

Unacceptable.....Superior

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

4. Administration - How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

5. Personnel Management - Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**PART V – PERFORMANCE SCORING SHEET**

<b>Performance Factors</b>	<b>Behavioral Traits</b>	<b>Leadership/Supervisory Factors</b>
Knowledge, Skills, & Abilities _____ Quality of Work _____ Quantity of Work _____ Work Habits _____ Communication _____	Dependable _____ Cooperation _____ Initiative _____ Adaptability _____ Judgment _____ Attendance _____ Punctuality _____	Leadership _____ Delegation _____ Planning & Organization _____ Administration _____ Personnel Management _____
Overall Score _____	Overall Score _____	Overall Score _____
Average Score _____	Average Score _____	Average Score _____
<p align="center"><b>Overall Performance Score</b> _____            (Average of all Categories)</p>		



**PART VI – Overall PERFORMANCE**

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and leadership/supervisory factors, as well as the job duties and staff evaluations (if applicable.)

Unacceptable.....Superior

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**PART VII – PERFORMANCE FACTORS**

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

<b>NAME OF SUPERVISOR/ EVALUATOR:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME OF DEPARTMENT HEAD/DIRECTOR:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME OF VICE PRESIDENT:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME OF PRESIDENT:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>

**APPENDIX 1: OUTLINE UP TO FOUR MAJOR RESPONSIBILITIES AND PERSONAL DEVELOPMENT GOALS FOR THE UPCOMING FISCAL YEAR.**

**MAJOR RESPONSIBILITIES/SPECIAL ASSIGNMENTS:**

1.

2.

3.

4.

**PERSONAL DEVELOPMENT GOALS:**

1.

2.

3.

4.

**NAME OF SUPERVISOR:**

**SIGNATURE:**

**DATE:**

**NAME OF EMPLOYEE:**

**SIGNATURE:**

**DATE:**

**NOTE: A mid-point review of goals and overall employee performance should be conducted at 6-months.**