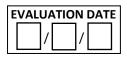


## **Staff Employee Performance Evaluation**

Human Resources & Employee Development University Center 1215 N. Patterson St. 229-333-5709 (Fax) 229-259-5030 Web http://www.valdosta.edu/finadmin/human\_resources/



Name		
Date of Hire	 Department/Office/Unit	
	<b>REASON for EVALUATION</b>	
Annual Evaluation	End of Probationary Period	Transfer or Special

## INSTRUCTIONS: Line through any words or phrases in the block selected that are not applicable.

Consider the individual's entire work performance on each trait being rated. Your judgment should not be based on only one or two occurrences. Do not allow personal feelings to govern your ratings. Select the statement that most nearly describes the employee's performance and place a check mark in one of the two blocks (the right block indicates higher performance than the left block). Enter additional comments, when desired or appropriate, in the space provided for each trait. Major weak points or major strong points may be outlined in the General Comments section at the bottom. Attach a separate sheet if required for additional information or remarks. This document should be completed in ink with changes/corrections initialed by the supervisor and employee. When the evaluation is completed and signed, forward to Human Resources in a **sealed** envelope.

## A. QUALITY OF WORK – Disregard volume. Consider the degree of excellence of the completed work (accuracy and freedom from errors)

RATING: Unsatisfa	•	Poor quality of work. Tends to be careless.	Fair quality. Accuracy could be improved.	Good quality. Equals or exceeds quality expected.	Excellent work. Rarely makes mistakes.
COMMENTS:					

## B. QUANTITY OF WORK - Consider the amount of work accomplished (Output) and the speed of doing it.

RATING: Unsatisfactory	Slow. Fails to produce the required amount. Always behind.	Moderate output. Occasionally drops behind required output.	High output. Usually does more when conditions require.	Fast. Usually keeps ahead of requirements. Turns out more than expected.	
COMMENTS:					

C. PUNCTUALITY & ATTENDANCE - Consider tardiness and/or absence. If only one applies, underline it.

RATING: Unsatisfactory	Excessive absences and/or tardiness. Must be reminded about promptness.	Occasionally tardy and/or absent without good reason.	Occasional tardiness and/or absence, but with good reason.	Always on time or early. Excellent attendance record.
COMMENTS:				
D. COOPERATION & D	ISPOSITION – Consider	attention given other pe	eople, and attitude towa	ard work.
RATING: Unsatisfactory	Disagreeable and indifferent. Complains without good reason.	Occasionally indifferent. Generally cooperative.	Willing worker. Better than average cooperation.	Promotes cooperation and good will. Makes a special effort to get along.
COMMENTS:				
E. APPEARANCE – Con RATING: Unsatisfactory	sider appropriateness of Poor Appearance. Usually untidy.	of dress and cleanliness,	grooming, neatness and Good impression. Usually neat and well groomed.	general impression. Exceptionally impressive appearance. Always neat and well groomed.
COMMENTS:				
<b>F. APTITUDE FOR LEAF</b> conditions.	NING – Consider the e	mployee's ability to gras	p essentials as well as v	ersatility and adjustment to changing
RATING: Unsatisfactory	Slow, requires considerable help.	Adequate. Average ability to grasp essentials.	Quickly grasps new ideas. Learns new procedures and adjusts readily and rapidly.	Exceptional aptitude and ability to analyze new situations.
COMMENTS:				

**G. INITIATIVE & ORIGINALITY** – Consider the employee's ability to think along original lines, to find new and better ways of doing things, to find a solution to problems, and to do something about it.

things, to find a solution to pr	oblems, and to do	something about it.			
	ated instructions.	las average initiative and magination. Occasionally shows original thinking.	Recognizes things to be done and handles them to completion.	Imaginative. Initiates good ideas and takes appropriate action.	
COMMENTS:					
	ach separate sheet bstandard, but aking progress	for additional commen	ts. Definitely above average.	Outstanding.	
COMMENTS:					
If Probational Evaluation, do you recommend continued employment? Yes No If "No" applies, explain the reason under General Comments above, attach a separate sheet if additional space is needed. This evaluation covers the period: /// to/ to/ /					
My supervisor has explained	this evaluation to	me: Yes No			
<b>Note:</b> The employee's signature is an The employee may write a rebuttal a				ly that the employee agrees with all ratings	i.

SIGNATURES

Staff member	Title	Date	
Rater	Title	Date	