



Staff Employee Performance Evaluation

Human Resources & Employee Development

University Center

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Web http://www.valdosta.edu/finadmin/human_resources/

EVALUATION DATE

/ /

Name _____

Position Title _____

Date of Hire _____

Department/Office/Unit _____

REASON for EVALUATION

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: Unsatisfactory 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 & DISPOSITION – Consider attention given other people, and attitude toward 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 – Consider appropriateness of dress and cleanliness, grooming, neatness and general impression.

RATING: Unsatisfactory Poor Appearance. Usually untidy. Acceptable appearance, but occasionally careless in dress. Good impression. Usually neat and well groomed. Exceptionally impressive appearance. Always neat and well groomed.

COMMENTS:

F. APTITUDE FOR LEARNING – Consider the employee's ability to grasp essentials as well as versatility and adjustment to changing conditions.

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.

RATING: Unsatisfactory Needs prodding and repeated instructions. Has average initiative and imagination. Occasionally shows original thinking. Recognizes things to be done and handles them to completion. Imaginative. Initiates good ideas and takes appropriate action.

COMMENTS:

OVERALL EVALUATION – Attach separate sheet for additional comments.

RATING: Unsatisfactory Substandard, but making progress Doing an average job. 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 / /
DATE DATE DATE DATE DATE

My supervisor has explained this evaluation to me: Yes No

Note: The employee’s signature is an acknowledgement that the supervisor discussed the evaluation and does not imply that the employee agrees with all ratings. The employee may write a rebuttal and attach this to the evaluation prior to its return to Human Resources.

SIGNATURES

Staff member _____ Title _____ Date _____
 Rater _____ Title _____ Date _____