



## ANNUAL STAFF PERFORMANCE EVALUATION

*(Non-Faculty Positions)*

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

Job Title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Period of Evaluation: From \_\_\_\_\_ To \_\_\_\_\_

Employment Date: \_\_\_\_\_

Status (check one):          Probationary                           Continuing Service   
   Temporary     Other

### PART I - INSTRUCTIONS

Listed below are six performance factors, six self-management factors, and five supervisory factors (for supervisors only) that are important in the performance of the staff member's job. Performance factors and self-management factors must be utilized for all staff members. The supervisor factors should be utilized only for staff members with supervisory responsibilities. NOTE: A selection of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments.

#### Distribution Instructions:

1. Return the original form to the Office of Human Resources
2. Maintain one copy for departmental records (Optional).
3. Give one copy to the employee.

Marking Instructions:    The supervisor should indicate the staff member's performance by circling or checking the appropriate level of performance.

The following evaluation scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the staff member's performance factors, self-management factors, and supervisory factors.

- 1 - Unacceptable** - Consistently fails to meet job requirements; performance clearly below minimum standards and requirements. Immediate improvement required to maintain employment. **(Requires comments)**
- 2 - Needs Improvement** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position. **(Requires comments)**
- 3 - Meets expectations** - Able to perform all job duties satisfactorily. Normal guidance and supervision are required.
- 4 - Exceeds expectations** - Frequently exceeds job requirements; all or most planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 - Superior** - Consistently exceeds job requirements; this is the highest level of performance that can be attained. **(Requires comments)**

**PART II - PERFORMANCE FACTORS**

- 1. **Knowledge, Skills, Abilities** – (Consider how the staff member understands work assignments, exhibits the required level of knowledge and/or skills to perform the job, and uses appropriate techniques, materials and equipment).

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

Comments \_\_\_\_\_  
\_\_\_\_\_

- 2. **Planning and Organization** – (Consider how the staff member plans and organizes his/her work load, maintains an effective work schedule, and coordinates with others).

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

Comments \_\_\_\_\_  
\_\_\_\_\_

- 3. **Quality of Work** – (Consider how the staff member completes assignments and meets quality standards, including but not limited to accuracy, neatness, thoroughness and adherence to applicable standards and safety rules).

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

Comments \_\_\_\_\_  
\_\_\_\_\_

- 4. **Quantity of Work** – (Consider the employee’s production results, ability to manage several responsibilities simultaneously, and timeliness in meeting deadlines).

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

Comments \_\_\_\_\_  
\_\_\_\_\_

- 5. **Cooperation** – (Consider to what extent the employee displays a positive, cooperative attitude toward work assignments, co-workers, students, faculty, staff in other departments, and other customers, both internal and external).

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

Comments \_\_\_\_\_  
\_\_\_\_\_

- 6. **Communication** – (Consider job related effectiveness in dealing with others, how clearly the staff member expresses ideas, both orally and in writing, and how well he/she listens and responds appropriately. As a result, the mission of the QEP – “Building Success Through Writing” will be enhanced and supported).

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

Comments \_\_\_\_\_  
\_\_\_\_\_

**PART III – SELF-MANAGEMENT FACTORS**

1. **Work Habits** – (Displays appropriate and consistent attendance, punctuality, dependability, availability, accessibility, and adherence to University policies, procedures, or practices; uses resources efficiently).

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

Comments \_\_\_\_\_

---

2. **Teamwork** – (Promotes and demonstrates trust, mutual respect, and cooperative working relationships; supports the University’s vision, mission, goals and objectives; supports and contributes to the attainment of unit goals and objectives; assists others; shares information as appropriate; supports open and honest communication; encourages and recognizes the contribution of others; places success of organization/unit/team above self-interests; contributes to unit cohesion).

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

Comments \_\_\_\_\_

---

3. **Customer Service** – (Communicates courteously and effectively to customers; listens carefully and with interest; assumes responsibility; asks questions in a caring and concerned manner; apologizes without blaming; responds in a timely manner; follows through to ensure problem is solved).

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

Comments \_\_\_\_\_

---

4. **Initiative/Innovation** – (Plans ahead, initiates continuous improvement; uses creative and/or innovative thinking and problem solving).

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

Comments \_\_\_\_\_

---

5. **Adaptability** – (Adapts to change, accepts constructive feedback and suggestions; receptive to new ideas; listens to others).

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

Comments \_\_\_\_\_

---

6. **Judgment** – (Reasons logically; effectively analyzes problems and identifies solutions, determines appropriate action; and exhibits timely and decisive action).

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

Comments \_\_\_\_\_

---

**PART IV – This section is optional, but is provided for the supervisor to list essential duties and responsibilities that are relevant to this particular position. Attach additional sheets if necessary.**

Essential Duties & Responsibilities	Rating				
	Unacceptable.....				Superior
1)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
2)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
3)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
5)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
6)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
7)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
8)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
9)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
10)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

**PART V – SUPERVISORY FACTORS**

Use the supervisor's insert for all staff members who have supervisory responsibilities. Non-supervisory staff DO NOT NEED Part V.

**PART VI – This performance evaluation is based on my observation and knowledge of both the employee and the job responsibilities.**

Reviewing Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**PART VII – TO THE STAFF MEMBER:**

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):

---



---



---

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Reviewed (employee initial): \_\_\_\_\_

**PART V - SUPERVISORY FACTORS (This section is only for employees with supervisory responsibilities). This page is not required to be submitted unless it is applicable to this employee.**

**1. Leadership – (Consider how well the supervisor demonstrates effective supervisory abilities, sets goals and priorities, gains respect and cooperation, inspires and motivates subordinates, models good work habits and behaviors, directs subordinates toward common goals, promotes cooperation between departments and supports administrative decisions).**

Unacceptable.....Superior N/A  
 1       2       3       4       5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**2. Delegation/Coordination – (Consider how well the supervisor demonstrates the ability to direct others in accomplishing work, effectively selects and motivates staff, gives clear instructions, defines work assignments, appropriately distributes workload, oversees the work of subordinates, and coordinates with subordinates and other staff).**

Unacceptable.....Superior N/A  
 1       2       3       4       5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**3. Planning and Organizing – (Consider how well the supervisor plans and organizes work for self and others; coordinates with others, establishes appropriate priorities, anticipates future needs, allocates time and resources, and carries out assignments effectively).**

Unacceptable.....Superior N/A  
 1       2       3       4       5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**4. Quality Management – (Consider how well the supervisor performs day-to-day administrative tasks, uses quality management tools and techniques when appropriate, achieves desired results, manages time, effectively administers policies and implements procedures, maintains appropriate contact with supervisor and other staff and stakeholders, and effectively and efficiently utilizes time, funds, staff, and/or equipment).**

Unacceptable.....Superior N/A  
 1       2       3       4       5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**5. Supervision of Staff – (Consider how well the staff member serves as a role model, provides guidance and opportunities to their staff for their development and advancement, encourages teamwork and team participation, resolves work-related employee problems, assists subordinates in accomplishing their work-related objectives, communicates in a clear, concise, accurate, and timely manner with subordinates, and makes useful suggestions).**

Unacceptable.....Superior N/A  
 1       2       3       4       5

Comments: \_\_\_\_\_  
\_\_\_\_\_