

Optional Evaluation Tool

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION

Supervisor Name: _____

Name Of Employee: _____

Date: _____ Review Period: _____ to _____

REVIEW GUIDELINES

Complete this review, using the following scale:

- 1** = Performance consistently does not meet position requirements (include supporting justification in summary comments)
- 2** = Performance occasionally does not meet position requirements
- 3** = Performance meets position requirements
- 4** = Performance occasionally does not meet position
- 5** = Performance consistently exceeds position requirements (include supporting justification in summary comments)

EVALUATION

Section I: Factors and Levels How well is this employee doing each of the following?	(5) = Consistently Exceeds Requirements	(4) = Occasionally Exceeds Requirements	(3) = Meets Requirements	(2) = Occasionally does not meet Requirements Needs to continue education to meet requirement	(1) = Consistently does not meet Requirements Struggles with areas of communication
Education & Experience – this can include formal courses or informal development opportunities	Regularly pursues education or certification	Continues education beyond required level	Meets required education	Occasionally struggles with areas of communication	Consistently struggles with areas of communication
Communication Skills	Unique and exceptional communication	Communicates regularly above what the position requires	Communicates as needed	Occasionally struggles with some aspects of tasks and knowledge	Consistently struggles with some aspects of tasks and knowledge
Job Complexity/ Breadth of Tasks	Consistently seeks new tasks and processes to improve job functions	Anticipates needs and proactively seeks appropriate knowledge for tasks	Meets required tasks	Demonstrates appropriate action as required	Occasionally takes inappropriate action that could impact the organization
Accountability/Impact of Position	Consistently participates and influences committees and processes across campus	Demonstrates a broader knowledge of the organization and has a constructive impact on the processes and people in the organization	Demonstrates appropriate decision making for the position	Occasionally has difficulty making decisions	Consistently has difficulty making decisions
Decision Making/Independent Judgement	Unparalleled motivating force in the office. Energizes those around him/her	Builds meaningful relationships beyond the needs of the position	Works well with others as needed to perform tasks	Interaction with others is occasionally detrimental to performance or office atmosphere	Interaction with others is consistently detrimental to performance or office atmosphere

Section II: Essential Duties and Functions (from job description)	(5) = Consistently Exceeds Requirements	(4) = Occasionally Exceeds Requirements	(3) = Meets Requirements	(2) = Occasionally does not meet Requirements	(1) = Consistently does not meet Requirements
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Additional Comments: