



## SECTION I - GENERAL WORK CHARACTERISTICS

General work characteristics are factors which apply to all employees.

Select rating for each general work characteristic; comments are required. Consider job performance throughout the evaluation period.

1. **Attendance & punctuality.** Consider number of absences, work arrival and departures, lunch periods and breaks, use of annual and sick leave in accordance with University policy. The employee:

- Has difficulty in attendance or punctuality.
- Demonstrates adequate attendance and punctuality.
- Is consistently present and on time.

Comments

2. **Dependability.** Consider the extent to which the employee can be counted on to carry out instructions and responsibilities (the degree of supervision necessary to complete work). The employee:

- Must be very closely supervised to complete work assignments.
- Carries out instructions and responsibilities with close supervision.
- Carries out work assignments with expected degree of independence and efficiency.
- Carries out work assignments with exceptional degree of independence and efficiency.

Comments

3. **Interpersonal relations.** How well does the employee get along with other individuals in the performance of job duties? Consider effectiveness of relations with co-workers, subordinates, supervisor and if applicable, students, faculty, staff and the public in the handling of position responsibilities. Consider the employee's cooperativeness, tact and courtesy. The employee:

- Has difficulty in relating to others; is not readily cooperative.
- Relates to others fairly well; works better with some persons than others.
- Works well with others; facilitates cooperation.
- Is very effective interpersonally; works extremely well with others.

Comments

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## SECTION II - JOB RESPONSIBILITIES

Job responsibilities are rated based on how well the employee met the work standards discussed at the beginning of the evaluation period.

Consider as many or as few responsibilities as are necessary to ensure successful job performance. Attach additional pages if needed. Include employee's name on any additional pages.

1. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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2. Task/responsibility:

Work standard:

Actual performance:

exceptional      exceeds expectations      meets expectations      needs improvement      unsatisfactory

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3. Task/responsibility:

Work standard:

Actual performance:

exceptional      exceeds expectations      meets expectations      needs improvement      unsatisfactory

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4. Task/responsibility:

Work standard:

Actual performance:

exceptional      exceeds expectations      meets expectations      needs improvement      unsatisfactory

### SECTION III - EVALUATION SUMMARY

Evaluation summary is an overall rating and should include both supervisor and employee comments.

Select rating for overall job performance; consider all of the work factors from Sections I & II. Supervisor comments are required if the overall job performance level is unsatisfactory. This section may also be used for comments regarding the employee's promotional potential. Attach additional pages if needed.

#### OVERALL JOB PERFORMANCE

exceptional      exceeds expectations      meets expectations      needs improvement      unsatisfactory

Supervisor comments

1. This employee supervises others      yes      no
2. If yes, this employee has been evaluated on (check any and all that apply)
  - supervision
  - evaluation procedures
  - adherence to non-discrimination policies

#### TO BE COMPLETED BY THE EMPLOYEE BEING EVALUATED:

1. I was given the opportunity to review and discuss my position description.  
yes      no
2. I was given the opportunity to review and discuss the job responsibilities and work standards to be rated during the next evaluation cycle.  
yes      no
3. If the position description was revised for the upcoming year, I received an updated copy.  
yes      no      no revisions

Comments on this performance evaluation (optional) \_\_\_\_\_

**SECTION IV - EMPLOYEE DEVELOPMENT**

Sections IV and V are optional if performance on all job responsibilities meets or exceeds requirements. The employee should be encouraged to participate fully in the evaluation process and to make written comments and suggestions for improving performance or solving problems related to work performance. Attach additional pages if needed.

**A. Performance improvement objectives**

Identify areas from Sections I and II where improvement in job performance is needed and specify action plans recommended to achieve successful work standard.

Performance area

Action plan

Performance area

Action plan

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**B. Personal development objectives**

Identify specific objectives and action plans designed to expand the employee's job-related skills, knowledge, and abilities. May also include the employee's career goals and objectives.

Goal/objective

Action plan

Goal/objective

Action plan

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**SECTION V - EMPLOYEE SELF-EVALUATION (optional)**

A. Update credentials, document outstanding accomplishments and service.

B. Suggest ideas to improve job conditions and/or solve work problems. Example: new equipment or procedures that would increase efficiency.

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**SIGNATURES**

Supervisor (evaluator) \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**Additional tasks/responsibilities**

(Duplicate this blank form as necessary)

Employee name

5. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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6. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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7. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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8. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

**Additional tasks/responsibilities**

(Duplicate this blank form as necessary)

Employee name

9. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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10. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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11. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory

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12. Task/responsibility:

Work standard:

Actual performance:

exceptional

exceeds expectations

meets expectations

needs improvement

unsatisfactory