Staff Job Performance Evaluation
Fill-In Form: Entry fields expand automatically.

Employee Name: _______________________________

Review Period: ___________________ through ________________

Section I: Job Duties

☐ The current job description is accurate and attached.
☐ The job description has been revised in consultation with the Director of Human Resources before this review was completed and is attached (please note that changes to the job description may change the grade in which the position is classified).

Job Duties Showing the Most Strength (provide specific examples)

Job Duties Showing the Need for Development (provide specific examples)
**SECTION II: GENERAL SKILLS AND ABILITIES**

Comments are required for ratings of “Needs Development” to provide employee specific feedback.

<table>
<thead>
<tr>
<th><strong>Interpersonal Relationships</strong></th>
<th><strong>Technology Skills</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider the extent to which the employee is cooperative, considerate and tactful in dealing with supervisors, subordinates, peers, faculty, students, and others.</td>
<td>Consider the degree to which the employee effectively uses or incorporates technology to improve service and the completion of duties.</td>
</tr>
<tr>
<td>□ Satisfactory □ Needs Development □ N/A</td>
<td>□ Satisfactory □ Needs Development □ N/A</td>
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<tr>
<td>Comments:</td>
<td>Comments:</td>
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<thead>
<tr>
<th><strong>Communication Skills</strong> (oral and written)</th>
<th><strong>Customer Service</strong></th>
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</thead>
<tbody>
<tr>
<td>Consider the extent to which the employee’s thoughts and ideas are expressed clearly and effectively.</td>
<td>Consider the degree to which the employee attempts to understand and respond to customers, both internal and external to the department and College.</td>
</tr>
<tr>
<td>□ Satisfactory □ Needs Development □ N/A</td>
<td>□ Satisfactory □ Needs Development □ N/A</td>
</tr>
<tr>
<td>Comments:</td>
<td>Comments:</td>
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<tr>
<th><strong>Attendance/Dependability</strong></th>
<th><strong>Teamwork/Collaboration:</strong></th>
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<tbody>
<tr>
<td>Consider the extent to which employee is on time to work, carries out instructions and adheres to established timelines.</td>
<td>Consider the degree to which the employee shares the workload and credit, seeks assistance when appropriate, and assists others to produce the overall goal of the department and College.</td>
</tr>
<tr>
<td>□ Satisfactory □ Needs Development □ N/A</td>
<td>□ Satisfactory □ Needs Development □ N/A</td>
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<tr>
<td>Comments:</td>
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<tr>
<th><strong>Judgment</strong></th>
<th><strong>Other:</strong></th>
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<tbody>
<tr>
<td>Consider the extent to which the employee makes sound and timely decisions, obtaining sufficient information or deferring to a supervisor when needed.</td>
<td>□ Satisfactory □ Needs Development □ N/A</td>
</tr>
<tr>
<td>□ Satisfactory □ Needs Development □ N/A</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Quality of Work/Productivity</strong></th>
<th><strong>Other:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider the employee’s accuracy, thoroughness, effectiveness, and efficiency in completing assignments.</td>
<td>□ Satisfactory □ Needs Development □ N/A</td>
</tr>
<tr>
<td>□ Satisfactory □ Needs Development □ N/A</td>
<td>Comments:</td>
</tr>
</tbody>
</table>
### Personnel Management

Effectively recognizes and meets subordinate’s technical and career development needs; appraises performance in a timely manner; recognizes good work; strengthens weaknesses through action plans; secures trust and respect by developing teamwork among subordinates; confronts difficult interpersonal situations such as employee discipline and productivity; provides fair and uniform treatment of subordinates; works toward meeting Equal Employment Opportunity commitments and employment law requirements. Does this supervisor manage, motivate and develop subordinates to be valuable assets to the institution?

- [ ] Satisfactory  
- [ ] Needs Development  
- [ ] Not Applicable

**Comments:**

### Financial and Material Resources Management

At a level appropriate to the position, demonstrates fiscal responsibility and efficient utilization of resources; plans and controls expenditures and materials; encourages and demonstrates cost-effective performance; effectively utilizes operational and performance data to substantiate resource allocation requests. Does this supervisor meet work commitments within established budgetary limitations?

- [ ] Satisfactory  
- [ ] Needs Development  
- [ ] Not Applicable

**Comments:**

### Administrative Operations Leadership

Plans and organizes necessary activities, programs and objectives to meet goals; thinks through barriers and keeps work advancing toward priority objectives; develops innovative and efficient organization and systems; roles and responsibilities are clearly defined among subordinates; effectively delegates and follows through. Handles conflict resolutions and crises without losing efficiency or composure. Does this supervisor assemble information, materials and staff into a coherent, logical and effective unit?

- [ ] Satisfactory  
- [ ] Needs Development  
- [ ] Not Applicable

**Comments:**

### Problem Solving Skills

Develops alternatives and implements practical and effective solutions; appropriately responds to new and different situations; overcomes resistance and gains acceptance for changes in policies, practices or procedures; takes into account the effect on other College units when reaching decisions. Does this supervisor consistently reach sound decisions for solutions to problems?

- [ ] Satisfactory  
- [ ] Needs Development  
- [ ] Not Applicable

**Comments:**
SECTION IV: OPTIONAL
PLANS & RECOMMENDATIONS FOR PERFORMANCE AND/OR CAREER DEVELOPMENT
This section is optional, but highly recommended.

Plans/recommendations to make greater use of strongest skills and abilities.
Examples: cross-training colleagues, mentoring newer employees, developing alternative processes, etc.

Plans/recommendations for opportunities to further develop skills and abilities
Examples: additional training, reference materials, developing alternative processes, adjustments to equipment/tools, cross-training, job shadowing, etc.

SECTION V: OPTIONAL – EMPLOYEE FEEDBACK ON SECTIONS I - III
This section is optional, but highly recommended. Additional pages may be added if desired.
SECTION VI: OVERALL JOB PERFORMANCE RATING (PLEASE SELECT ONLY ONE)

- **Highly Successful**: Most performance exceeded expected levels of performance in a manner that expands the scope and impact of assignment. Notable contributions to the department.

- **Successful**: Meets and sometimes exceeds expected levels of performance producing solid, reliable and meaningful contributions.

- **Some Improvement Needed**: Performance falls below expectations on some job duties. A performance improvement plan should be indicated in Section III.

- **Major Improvement Needed**: Performance significantly falls below expectations on job duties. A performance improvement plan must be instituted or already be in place. Without significant improvement disciplinary action may be taken including, but not limited to, reassignment, demotion or termination.

SECTION VII: SIGNATURES OF EVALUATION COMPLETION

My signature below indicates that I have had a chance to discuss this evaluation with my supervisor and will be given a copy of the completed evaluation. It does not necessarily imply that I agree with the evaluation. I have been offered the opportunity to include my comments in Section V or on additional pages to be added to this evaluation. I am aware that this evaluation form and any written response will become part of my personnel file.

Employee Signature: _____________________________________ Date: _____________

My signature below indicates that I have had a chance to discuss this evaluation with the employee and have offered him/her a copy of the completed evaluation. I have offered the employee the opportunity to include comments in Section V or on additional pages to be added to this evaluation. I am aware that this evaluation form and any written response will also be used to help make salary decisions for the following fiscal year.

Supervisor Signature: _________________________________ Date: _____________

Please send the original to the Director of Human Resources. Provide copies to the Employee, Supervisor and Department Head.