



Performance Evaluation NON-EXEMPT EMPLOYEE

Employee

Date of Evaluation

Title

Date of Hire

Evaluator

As you complete this performance evaluation, use the following scale as a guideline for rating each category:

- 5 = Outstanding.** Performance well beyond expectations; keen interest in excellence and exceeding company goals.
- 4 = Above expectations.** Performance above expectations; interest in improving and attaining higher level of achievement for self and the University.
- 3 = Meets expectations.** Performance at expectation level; some interest in improving and positive attitude about the job and the University.
- 2 = Below expectations.** Performance is below expectations; attitude may reflect little concern for improving, or improvement efforts yield insufficient results.
- 1 = Unsatisfactory.** Performance is unacceptable; negative attitude about the job and the University; blames others or makes excuses for unsatisfactory performance.

Criteria **5 4 3 2 1 N/A**

Performance - Achieves expected quality and quantity of output. Places greatest effort on most important aspects of job. Does work on-time, on-budget without sacrificing performance goals or standards.

- Completes tasks on time
- Work quality
- Productivity
- Works independently
- Works well in a team
- Effectively leads a work group or project

Overall Performance

Comments:

Communication - Verbal and written communications are clear, concise and accurate. Appropriately documents work so others can find work in progress and historical information about the job.

- Asks appropriate questions
- Understands instructions easily
- Communicates effectively with others

Overall Performance

Comments:

Interpersonal Skills - Interacts productively with others in formal and informal groups both within and outside the university; is receptive to differing ideas and adjusts to the different work styles of others.

- Working relationship with others
- Relationship with external customers
- Relationship with internal customers
- Relationship with supervisor

Overall Performance

Comments:

Initiative - Self-starter who willingly puts forth effort and time and performs tasks with a minimum of supervision. Begins to solve problems within scope of responsibility as soon as they are apparent. Advises supervisor of current or anticipated problems. Able to apply job knowledge to produce innovations in work process or product.

Takes direction with minimum supervision
Willingly accepts assignments or projects

Overall Performance

Comments: _____

Attendance

Punctuality
Absenteeism
Overall attendance record

Overall Performance

Comments: _____

Safety Compliance

Attends safety meetings
Keeps workplace in safe condition
Puts safety over production

Overall Performance

Comments: _____

Knowledge/Skills -

Meets job requirements
Applies knowledge/skills to job
Adds to knowledge and skills

Overall Performance

Comments: _____

Other:

Overall Summary

Evaluator's comments:

1. Has employee met goals set during last evaluation? Please explain.

2. In what specific areas, if any, has the employee excelled since last evaluation?

3. In what specific areas does the employee need improvement and/or training?

4. Goals established for next review:

Goal:

Timeframe:

5. Other comments?

Employee's comments:

1. What could the university do to better use your skills and strengths?

2. What areas do you need improvement and/or training in, and what steps will you take to improve?

3. What could the university do to help you to improve or obtain your goals in the coming year?

4. Overall Summary



Signatures:

Evaluator

Employee

Department Head

Vice President / Dean

Copy to: Employee Personnel File in Human Resources Department

Next Scheduled Review Date: