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## Performance Evaluation

### EXEMPT EMPLOYEE

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\_\_\_\_\_  
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 their 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 as part of 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.

- Keeps supervisor(s) informed
- Documents projects and responsibilities
- Communicates effectively, verbally and in writing

             

**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
- Relationship with external customers
- Relationship with internal customers
- Relationship with supervisor
- Demonstrates Dominican values

             

**Overall Performance**

Comments:

**Supervisory** - Effectively leads and develops staff. Effectively directs staff and provides ongoing feedback. Accurately evaluates performance, matches abilities and job requirements, establishes an effective working relationship, and acts as a positive model for others. Assures a positive working environment in compliance with university standards.

- Communicates mission and goals
- Provides immediate and specific feedback
- Recognizes and develops subordinates
- Completes evaluations on a timely basis
- Provides resources/coaching needed to develop staff

             

**Overall Performance**

Comments:

**Safety Compliance**

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:

**Overall Summary**

\_\_\_\_\_

**Goal/Objective Summary:**

Evaluator's comments:

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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4. Goals established for next review:

Goal:

Timeframe:

\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

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5. Other comments?

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

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

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

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Other comments:

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4. Overall Summary



**Signatures:**

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Vice President / Dean

Copy to:  Employee  Personnel File in Human Resources

Date of Next Scheduled Review: