Use this form to create a draft of an employee’s annual evaluation. Submit the final evaluation in the eVals system.

Employee Name:

Review Year:

Date Due: Click or tap to enter a date.

# Performance Goals

Performance goals from previous annual evaluation:

# Rating Scale

5 Outstanding - Consistently demonstrated competency at a superior level. Functions as an internal expert, trainer or role model.

4 Exceeds Expectations - Consistently demonstrated competency at a high level. Stands out among peers.

3 Meets Expectations - Results met all expectations for this competency. GOOD SOLID PERFORMANCE.

2 Needs Improvement - Results met some expectations. Requires assistance/direction from others.

1 Unsatisfactory - Results did not meet expectations even with clear direction and assistance from others.

# Core Competencies

1. Professional knowledge – Review the employee’s Job Description. Consider the degree to which the employee exhibits the required level of knowledge and skills to complete each task described effectively and consistently.

Rating:

Comment:

1. Professional development and growth/Adaptability – How effective is the employee at making improvements and/or learning new skills and knowledge required by their position? Does the employee seek help or additional training when needed?

Rating:

Comment:

1. Compliance and professionalism – Does the employee consistently act in a professional manner while following all established work rules, organizational policies, procedures, and practices?

Rating:

Comment:

1. Quality of work/Productivity – Does the employee demonstrate accuracy, neatness, thoroughness, and adhere to quality standards? Does the employee meet productivity expectations and deadlines?

Rating:

Comment:

1. Planning and organization – Does the employee display the potential to independently manage their tasks, projects, and resources? Is the employee able to collaborate when necessary and communicate their progress or needs? Is the employee able to multitask and complete work within established timelines?

Rating:

Comment:

1. Attendance and punctuality – Consider the employee’s use of leave and punctuality to work and meetings. Approved absences (to include but not limited to those under FMLA, Military Leave, and approved annual and sick leave) should not be a consideration or commented on in the evaluation process. Do not include comments related to the employee’s health, family circumstances or other details of a confidential nature.

Rating:

Comment:

1. Initiative and self-direction – Does the employee take responsibility for their performance, work independently (as appropriate), and follow through with assigned tasks? Consider how well the employee effectively analyzes problems, identifies appropriate solutions, and initiates timely and decisive actions.

Rating:

Comment:

1. Customer service – Consider the employee’s interaction with the department’s primary customers and the students, staff and faculty as a whole. Does the employee demonstrate excellent, responsible customer service?

Rating:

Comment:

1. Collaboration – Is the employee a contributing team member that willingly assists others? Is the employee willing to take direction from other team members?

Rating:

Comment:

1. Communication – Consider the employee’s communications including verbal, written and social interaction. Does the employee express ideas clearly, listen well and respond appropriately?

Rating:

Comment:

1. Supervisors Only: Leadership – Consider how well the employee demonstrates effective supervisory skills, gains respect and cooperation, inspires and motivates others, and communicates department and University goals.

Rating:

Comment:

1. Supervisors Only: Personnel management – How well does this employee recruit, manage and develop their employees? Does the employee create and maintain a fair work environment with clear expectations that emphasize accountability and appropriate behavior?

Rating:

Comment:

1. Supervisors Only: Administration – Does the employee demonstrate the knowledge and ability to manage day-to-day operations, resources, and complete other administrative tasks?

Rating:

Comment:

# Supervisor Summary

Optional supervisor score: Rating:

Supervisor comments/Summary of overall performance:

# Future Goals

Optional Future Performance Goals:

# Notes