

Staff Performance Evaluation

Please Print

Employees Name (Last, First, Middle Initial)	Title
Department	Performance Period
Supervisor	Title

Purpose: The purpose of this assessment is to standardize a process for performance evaluation for all university staff members. This information will be used for feedback for professional development.

Instructions: The following section provides a broad definition of criteria for successful performance and the performance ratings definitions. Supervisors will use this information to evaluate performance and discuss with employee. The evaluation should be constructed after careful consideration of the employee's job description, the department's mission, established goals, periodic supervisory discussions, and documentation compiled during the course of the year. Employees are asked to complete the Self-Reflection and return it to the supervisor at least two days before the scheduled evaluation.

Criteria for Successful Performance

Successful employees actively contribute to the mission of [REDACTED], which is to provide Christ-centered education that promotes excellence and character development in service to Church and society.

Employees are asked to serve in a manner consistent with the identity of our University. [REDACTED] is an academic community, affiliated with the [REDACTED], equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being Christ-centered, people-focused, excellence driven, and future-directed. These values shape its identity as an institution, which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

Job descriptions related to specific positions should clearly explain the responsibilities and expectations for service at [REDACTED]. Ratings are used to measure the observable pattern of skills, knowledge, abilities, and behaviors that an individual demonstrates in a given job, role or occupational function that produces a successful result.

Rating Scale	Performance Factors
4 = Superior	Performance and results are exceptional and are recognizable as being superior to others. Employee consistently exceeds the position requirements, and regularly assumes additional responsibilities beyond those which are required by the job. Extraordinary accomplishment or achievement. Outstanding work.
3 = Very Good	Performance and results consistently meet or exceed major requirements of the job. Employee meets all requirements of the position and occasionally assumes additional responsibilities beyond those which are required by the job. Demonstrates above average ability and initiative.
2 = Satisfactory	Performance and results meet most of the major requirements of the position. The employee is performing at the expected level on a regular basis.
1 = Needs Improvement	Performance and results achieved are less than normally expected for the position. Job accomplishments fall short of expectations. Improvement is necessary.
0 = Unsatisfactory	Performance and results are unsatisfactory and generally unacceptable for the position. Fails to demonstrate sufficient ability or intent to perform satisfactorily. Requires regular and ongoing attention. Immediate improvement is required.

Instructions: Carefully evaluate the employee's performance in relation to the current job description. In the table below, circle the rating that best appraises the performance in each category (see the ranking scale for performance factors for definitions of each score). Ratings may be assigned using half-point increments. Use the *Results* section to provide supportive details or comments (required for scores of 1 or 4).

Performance Category or Job Competency	Results (supportive details/comments)	Rating (circle one)
Technical Knowledge - Knows and understands the specific requirements of the job; has technical expertise, and knowledge of policies and procedures. Applies knowledge to achieve desired results.		0 1 2 3 4
Productivity - Performs an acceptable amount of work within expected time frames, and uses time and resources efficiently.		0 1 2 3 4
Quality of Work - Work performed is thorough, complete, neat, and accurate. Works in an organized manner.		0 1 2 3 4
Initiative - Identifies what needs to be done before being asked or situation requires it, is proactive, and needs minimum supervision		0 1 2 3 4
Communications and Customer Relations Concerned with satisfying the needs of internal (students, faculty and staff) and external customers, and demonstrates courtesy, patience, good judgment and problem solving skills.		0 1 2 3 4
Teamwork/Leadership Works in cooperation with others, and has the ability to assist and support or teach and develop other employees.		0 1 2 3 4
Adaptability Adapts effectively in a changing work environment, and has the ability to see different perspectives in situations.		0 1 2 3 4
Problem Solving Has the ability to analyze problems and reach acceptable solutions.		0 1 2 3 4
Attendance Maintains acceptable attendance, is reliable, and on time.		0 1 2 3 4
Continuous Improvement Seeks to improve work processes, and prepares for opportunities by enhancing skills and abilities.		0 1 2 3 4
Add scores from all columns and assign the employee an overall rating in one of the categories listed.	<input type="checkbox"/> Superior (total of 35-40 points) <input type="checkbox"/> Very good (total of 28-34 points) <input type="checkbox"/> Satisfactory (total of 18-27 points) <input type="checkbox"/> Needs Improvement (total of 10-17 points) <input type="checkbox"/> Unsatisfactory (total of 9 points or less)	<p style="text-align: center;">_____</p> <p style="text-align: center;">TOTAL SCORE (Sum of all rankings)</p>

1. Identify the key accomplishments and strong points of the employee's job performance and describe their impact on the department, the University, and all those served.

2. Have goals that were identified by the employee a year ago been met? If not, explain why.

3. Describe any area(s) of the employee's job performance needing development or improvement.

4. Describe goals to be achieved in the upcoming year. (Include specific actions to be taken by supervisor and/or employee in areas needing development or improvement.)

5. Additional Comments

Signatures

Supervisor	Date
Director or Dean	

I have reviewed and discussed this evaluation with my supervisor. My signature does not necessarily indicate my concurrence. I understand that I am entitled to receive a copy of this performance evaluation.

Employee	Date
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