

# Administrative and Support Staff

## Annual Personnel Evaluation

**Directions: Must type responses or use permanent ink.**

**Employee's Name:** \_\_\_\_\_

**Employee's Title:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Supervisor's Title:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Self-Evaluation** \_\_\_ **or Supervisor's Eval.** \_\_\_

Basic Job Requirements				
Category	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>Understanding of the Job:</b> Does employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?				
<b>Quality of Work:</b> Is the quality of work acceptable and does it meet established standards? Is the employee accurate?				
<b>Productivity and Efficiency:</b> Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?				
<b>Initiative:</b> Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum of direction as situations arise? Does the employee seek opportunities to learn new skills, and made suggestions for improving work process?				
<b>Service Leadership:</b> Does the employee demonstrate a desire to serve, show a willingness and readiness to provide good service to students, faculty, staff, and/or the public?				
<b>Service Leadership:</b> Does the employee exhibit honesty, confidentiality, integrity, and a strong work-ethic while performing job duties?				

Job Specific Attributes				
Category	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>Planning and Organizing:</b> Does the employee establish and meet appropriate priorities?				
<b>Problem Solving:</b> Does the employee identify and evaluate alternative solutions and make appropriate decisions?				
<b>Creativity:</b> Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?				
<b>Service Leadership:</b> Does the employee manage the resources entrusted to him/her with efficiency and economy?				
<b>Service Leadership:</b> Does the employee take ownership of job duties and himself or herself accountable for projects and job duties?				
Interpersonal Skills				
Category	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>Communication:</b> Does the employee provide accurate and clear written and verbal information; present information effectively; listens effectively; comprehend and follow direction; and ask appropriate and timely questions?				
<b>Cooperation:</b> Does the employee give assistance to others to enable colleagues or the team to meet stated priorities?				
<b>Teamwork:</b> Does the employee work effectively with others to accomplish common goals and objectives and use formal and information methods to improve the productivity of the group?				
<b>Conflict Resolution:</b> Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?				
<b>Service Leadership:</b> Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?				
Summary				
<b>Employee's Overall Evaluation</b>				

**Explanation:** If appropriate, please provide examples to support times when employee "Exceeded Requirements" for any of the categories included in this evaluation. You may use additional space if necessary.

---

---

---

---

---

---

---

---

---

---

**Explanation:** If appropriate, please list areas for specific improvement. Anything listed should be followed up with a supervisor's memo to the employee with a detailed description for an employee growth plan, complete with objectives and timelines for completion.

---

---

---

---

---

---

---

---

---

---

**Other Comments:**

---

---

---

---

---

---

---

---

---

---

**Supervisor/Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Acknowledgement**

Your signature verifies that the evaluation was discussed with you and that you received a copy. It does not mean that you agree with its contents. Any rebuttable should be written to the supervisor for attachment to the evaluation form to be included in the employee's personnel file.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

