

Performance Evaluation for Non-Probationary Civil Service Employees

Instructions to Evaluator:

Job Description:

The evaluator should refer to the employee's job description when completing this form and share the evaluation results with the employee. If there are any changes to the job description, please forward a revised job description to Human Resources.

Attribute Key:

E = Excellent – Performance represents an extraordinary level of achievement and commitment in quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the University are all marked excellence.

AA = Above Average – Performance exceeded expectation. All goals, objectives, and targets were achieved above established standards.

S = Satisfactory – Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.

NI = Needs Improvement – Performance failed to meet expectations, and/or one or more of the most critical goals were not met.

U = Unsatisfactory – Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

Please note that written justification for ratings of U – unsatisfactory, NI – needs improvement, and E – excellent is required. A Performance Improvement Plan (PIP) must be completed for any employee receiving three or more U - unsatisfactory ratings. Human Resources will work with the evaluator in preparing a Performance Improvement Plan.

Signatures:

Both the evaluator and the employee should sign the evaluation. The employee signature indicates that they have seen the evaluation but does not necessarily indicate the employee concurs with the evaluation.

The employee should be given a copy of the evaluation for their records.



Performance Evaluation for Non-Probationary Civil Service Employees

Employee Name: Department: Classification: Period Covered By Review:

thru

Please indicate your evaluation of the employee's job performance by checking the appropriate box next to each attribute based on the following scale:

U = unsatisfactory; NI = needs improvement; S = satisfactory; AA = above average; E = excellent; NA = not applicable

ATTRIBUTE TO BE EVALUATED	U	NI	S	AA	E	NA
Quantity of work Extent to which employee meets job requirements on a timely basis						
Quality of work Extent to which employee's work is thorough, effective, and accurate						
Knowledge of job Extent to which employee knows and demonstrates all phases of assigned work						
Cooperation with others Extent to which employee gets along well with others; responds positively to direction and adapts well to changes; shows tact, courtesy, and effectiveness in dealing with others						
Judgment Extent to which employee makes sound job-related decisions, develops alternative solutions and recommendations, and selects proper course of action; understands impact of decisions and actions						
Attendance, reliability, and dependability Extent to which employee is present or contacts supervisor concerning absences on a timely basis; can be depended upon to be available for work; assumes responsibilities and ensures tasks are followed to completion						
Planning and organizational effectiveness Extent to which employee meets deadlines, manages resources, and effectively balances tasks and priorities						
Communication Extent to which employee effectively conveys information and ideas to others; clarity of oral and written communication						
Initiative and creativity Extent to which employee is self-directed, resourceful, and creative in meeting job objectives; follows through on assignments; initiates or modifies ideas, methods, or procedures to meet changing circumstances or needs						
Supervisory ability Extent to which employee applies sound practices in executing their supervisory responsibilities; demonstrates skill in arousing interest and enthusiasm in subordinates; effectively selects and develops personnel						

Evaluator/employee comments on the ratings given to attributes, on ideas for improving job performance, or on areas where there has been improvement since the last evaluation. Written justification for ratings of U – unsatisfactory, NI – needs improvement, and E – excellent is required.

Evaluator comments:

Employee comments:

Evaluator Signature*	C	Date
Employee Signature**	C	Date
Department Head***	C	Date

*

Immediate supervisor should complete evaluation rating. Employee signature indicates that they have seen the evaluation but does not necessarily indicate concurrence with ** the evaluation.

*** A Department Head signature is required, even if same person as evaluator.

	IAN RESOURCES RMAN HALL 105	
Date Received:		Evaluation Monitor
		Director