



Performance Evaluation for Administrative Employees

Employee Name:

Title:

Department:

Supervisor's Name:

Period Covered By Review: _____ thru _____

Instructions to Evaluator: The evaluator should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees will be evaluated annually. Indicate the evaluation of the employee's job performance by writing a number between 1 and 5 in the rating column beside the category of assessment. Use the following scale:

1 = Unsatisfactory 2 = Poor 3 = Satisfactory 4 = Good 5 = Outstanding

Job Performance	Rating
Quantity of Work Extent to which employee accomplishes assigned work of a specified quality within a specified time period	
Quality of Work Extent to which employee's work is well executed, thorough, effective and accurate	
Knowledge of Job Extent to which employee knows and demonstrates how and why to do all phases of assigned work, given employee's length of time in current position	
Relations with Supervisor Manner in which employee responds to supervisory directions and comments; extent to which employee seeks counsel from supervisor on ways to improve performance	
Cooperation with Others Extent to which employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers	
Attendance and Reliability Extent to which employee arrives on time and demonstrates consistent attendance; extent to which employee contacts supervisor on a timely basis when employee will be late or absent	

<p>Initiative and Creativity Extent to which employee is self-directed, resourceful, and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances</p>	
<p>Capacity to Develop Extent to which employee demonstrates the ability and willingness to accept new, more complex duties/responsibilities</p>	

Evaluator Comments (Attach additional page, if necessary):

Strengths:

Areas for Improvement:

Employee Comments (Attach additional page, if necessary):

SUPERVISOR'S RECOMMENDATION:

- Retain
- Retain but consider dismissal if problems indicated in evaluation are not corrected
- Dismiss

 Supervisor Signature Date

 Employee Signature Date

<p>RETURN TO: HUMAN RESOURCES SHERMAN HALL 105</p> <p>Date Received:</p>	<p>_____ Evaluation Monitor</p> <p>_____ Director</p>
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