



## 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.



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

Employee Signature\*\* \_\_\_\_\_ Date\_\_\_\_\_

Department Head\*\*\* \_\_\_\_\_ 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.

<p>RETURN TO: HUMAN RESOURCES SHERMAN HALL 105</p> <p>Date Received:</p>	<p>Evaluation Monitor_____</p> <p>Director_____</p>
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