

Non-Exempt Staff Performance Evaluation

Employee Name:	Supervisor:	Date:
Title:	Department/Office:	Evaluation period: 4/1/15 - 4/1/16

I. **PERFORMANCE FACTOR RATINGS:** Using the following definitions, check the box that most closely describes the employee’s performance for each of the required performance factors. If a performance factor does not apply, please leave blank.

1. **Unsatisfactory** – Performance falls below expectations on several critical job requirements and responsibilities. Demonstrates a lack of adequate job knowledge and requisite competencies after sufficient time and training have been received. *(Comments must cite specific performance/behavioral issues that justify this rating and the disciplinary or performance planning needed to correct it.)*
2. **Improvement Required** – Employee performance does not always meet standards or expectations. Meets most objectives and expectations but definite areas exist where achievement is falling short of being fully successful. Individual may still be learning the job and/or functions and requires additional time to develop. *(Goals should address this rating and include standards and expectations that need to be met in order to improve and the process that will be implemented in order for the employee to improve their performance.)*
3. **Effective** – Employee fully meets requirements and expectations. Employee requires a normal degree of supervision. Knowledge and performance are solid and demonstrate a competent level of skill. Employee’s contribution to the success of the team is significant.
4. **Commendable** – Performance fully meets and often exceeds requirements and expectations. Employee requires minimum supervision. Performance is strong and demonstrates a high level of skill. Employee’s contribution is substantial.
5. **Exemplary** – Performance far exceeds all job standards and expectations. Employee requires little or no supervision. Performance regularly approaches the best possible attainment and demonstrates an extraordinary level of skill. Employee’s contribution is extensive and consistent. *(Comments should speak to specific examples or performance that justifies this rating for each factor area rated at this level.)*

Performance Factor	Unsatisfactory	Improvement Required	Effective	Commendable	Exemplary
ATTITUDE Consider employees degree of enthusiasm toward the job and outward appearance of such.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE Consider amount of time spent away from the job versus departmental needs. Does the employee use reasonable amounts of leave? Abuse time rounding policies? Requests time well in advance when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION Consider how the individual expresses their thoughts written and orally. Are the expressed clearly and concisely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Factor	Unsatisfactory	Improvement Required	Effective	Commendable	Exemplary
RESPONSIBILITY & DEPENDABILITY Demonstrates ownership of assigned work; accepts responsibility for their performance; accepts new assignment; fulfills commitments, meet deadlines and achieves expected results; exercises good judgment according to essential functions of the job and work assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLEXIBILITY Consider performance under pressure and handling of multiple assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERPERSONAL RELATIONSHIPS Consider the extent to which the employee is cooperative, considerate, and tactful when dealing with supervisors, subordinates, peers, faculty, students and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE Consider the extent to which the employee sets own constructive work practice and recommends and creates own procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB KNOWLEDGE Consider knowledge of job and the ability to translate the knowledge into productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTIVITY Consider the volume of work required and how it translates to the amount, and quality of, the work produced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAFETY The degree to which he or she complies with or oversees the compliance with College safety rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Overall Performance Review
 SUPERVISOR COMMENTS: Based upon the appraisal you have made, please provide comments to further ratings of Unsatisfactory, Improvement Required or Exemplary.

OVERALL RATING: Exemplary Commendable Effective
 Requires Improvement Unsatisfactory

III. Employee Comments:

IV. Review of previous year's goals and objectives	Document goals and objectives for the next performance review period

V. Signatures	Date
Employee	
Immediate Supervisor	
Cabinet Officer	
Director of Human Resources	