



**JOB PERFORMANCE EVALUATION FORM  
NON-EXEMPT POSITIONS**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Job Description Review**

Does the current job description properly describe the duties and responsibilities of this position? Yes  No

Are there significant duties or responsibilities which would materially change the Job Description that should be:

Added  Deleted  Rephrased  Changes were reviewed with the employee on: \_\_\_\_/\_\_\_\_/\_\_\_\_

*If there are any necessary changes please note them on the current job description, and attach a copy with the performance appraisal.*

**Performance Review**

- Rate the employee's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.
- There must be supporting comments to justify ratings of "Exceeds Expectations", "Needs Improvement" and "Unsatisfactory Performance".

**Performance Rating Definitions**

The following ratings must be used to ensure commonality of language and consistency on overall ratings.

**EE = Exceeds Expectations** - Work performance is consistently above the standard of performance for the position.

**ME = Meets Expectations** - Work performance consistently meets the standard of performance for the position.

**NI = Needs Improvement** - Work performance does not consistently meet the standard of performance for the position.

**UP = Unsatisfactory Performance** - Work performance is inadequate and inferior to the standards required for the position. Performance at this level cannot be allowed to continue.

**NA = Not Applicable** - Employee is not required to perform in a specific rating factor, and it cannot be measured.

**A. PERFORMANCE FACTORS**

	EE	ME	NI	UP	N/A
<b>Knowledge of Work</b> – Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. <i>Additional Comments:</i>					
<b>Planning and Organization</b> – Consider how well the employee defines goals for personal performance; how well work tasks are organized and priorities established; and the amount of supervision required to achieve it. <i>Additional Comments:</i>					

	EE	ME	NI	UP	N/A
<p><b>Customer Relations</b> – Consider how well the employee interacts in dealing with all constituents (employees, students, visitors, vendors ...etc); employee projects a courteous manner. <i>Additional Comments:</i></p>					
<p><b>Quality of Work</b> – Consider the accuracy and thoroughness in completing work assignments. Consider the individual’s ability to self identify and correct errors. Take into consideration incomplete assignments. <i>Additional Comments:</i></p>					
<p><b>Quantity of Work</b> – Consider the volume of work completed in relation to assigned responsibilities. Consider the ability to meet and stay on schedule and the proper use of work time. <i>Additional Comments:</i></p>					
<p><b>Dependability</b> – Consider how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality. <i>Additional Comments:</i></p>					
<p><b>Acceptance of Responsibility</b> – Consider the manner in which the employee accepts new and varied work assignments, and assumes personal responsibility for completion. <i>Additional Comments:</i></p>					
<p><b>Self Initiative</b> – Consider how well employee demonstrates resourcefulness, independent thinking, and the extent to which employees seeks additional challenges and opportunities on their own. <i>Additional Comments:</i></p>					
<p><b>Teamwork</b> – Consider how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. <i>Additional Comments:</i></p>					
<p><b>Leadership</b> – Consider effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort. <i>Additional Comments:</i></p>					
<p><b>Communication</b> - Consider effectiveness in listening to others, expressing ideas, both orally and in writing, and providing relevant information to management, co-workers, subordinates and customers. <i>Additional Comments:</i></p>					
<p><b>Decision Making/Problem Solving</b> – Consider effectiveness in understanding problems and making timely, practical decisions. <i>Additional Comments:</i></p>					

**B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS.** Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance. Provide explanation for any "Exceeds Expectations" rating.

**C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT.** Provide explanation for any "Needs Improvement" and "Unsatisfactory Performance" rating.

**D. PERFORMANCE IMPROVEMENT PLAN.** Describe the coaching, training resources or development activities that would help improve performance in any of the categories.

**E. EMPLOYEE COMMENTS. (Optional)**

**F. SIGNATURES**

I have read and discussed this review with my supervisor and I understand its contents. My signature does not necessarily imply that I agree with the review or its contents.

Employee Signature/Date: \_\_\_\_\_

Supervisor Signature/Date: \_\_\_\_\_

cc. Office of Human Resources