VIRGINIA UNION UNIVERSITY
HUMAN RESOURCES & TALENT MANAGEMENT

Employee Evaluation Form

Employee Profile Details			
Employee Name:		**Employee ID #:**	
Date of Evaluation:		**Evaluation Period:**	July 2018 - May 2019
Current Job Title:		**Supervisor Name:**	
Years in current position:		**Years of directly related experience:**	
List highest education level:		**List any professional Certifications:**	

Current Job Description
Use the space below to describe the purpose of the employee's job, and the tasks, duties and responsibilities assigned to the role.
Enter description here...

Accomplishment Highlights
Use the space below to describe professional accomplishments that occur during the year that were not related to planned goals.
Enter accomplishments here...

Training & Development
Use the space below to list and describe any training and development activities the employee completed during the evaluation period.
Enter training and development here...

Performance Definitions		
Score	**Rating**	**Description**
4	**Outstanding:**	Performance at this level is clearly unique and far in excess of established expectations.
3	**Exceeds Expectations:**	Performance at this level often exceeds expectations and standards.
2	**Fully Capable:**	Performance at this level is satisfactory on the established expectations and standards.
1	**Needs Improvement:**	Performance at this level is minimally capable and below the level expected.

0	**Unsatisfactory:**	Performance at this level is unacceptable.
	Not Applicable	Performance Factor does not relate to employee at this time.

Performance Factors

1. Administration	**Select Rating**	**Enter Score**
a. Planning: Develops short and long-range plans and goals to meet University objectives consistent with established priorities (if applicable). Insures the University's strategic plan is maintained, updated and executed (applies to all).	Select Rating	Select Rating
b. Budgeting: Prepares an appropriate budget and subsequently adheres to it (if applicable); actively practices cost containment (applies to all). Insures participation in planning, development and implementation of grant programs (if applicable).		Select Rating
c. Organization of Work: Structures work in order to avoid crisis, promotes productivity, attains cost effectiveness, and delivers work on time (factor applies to all).		Select Rating
d. Compliance: Complies with established University policies, procedures and directives; conducts University functions in accordance with applicable regulations and policies (factor applies to all).		Select Rating
e. Problem Solving and Decision-Making: Identifies problem and acts to rectify them by using analytical thinking and sound judgment (factor applies to all).		Select Rating
f. Evaluation and Control: Practices regular and systematic review of area operations to evaluate progress towards established goals; implements remedial measures when necessary (factor applies to all).		Select Rating
g. Facilitation of Meetings: Plan and implements meeting times and places, solicit agenda items, provide background, share information, and provide vehicles for consensus in meetings (if applicable).		Select Rating
h. External Affairs: Promotes and communicates University messaging and related initiatives and activities (factor applies to all).		Select Rating
Average Administration Score:		**Select all ratings**
Comments on Administration Performance Factors:		
Enter Comments Here		
2. Interpersonal	**Select Rating**	**Enter Score**
a. Oral/Written Communication: Effectively communicates with individuals and groups, including public presentations; presents ideas in an organized, clear and concise manner; employs tact and discretion; offers appropriate feedback (factor applies to all).		Select Rating
b. Coordination/Collaboration: Works well with others at various levels; keeps information flowing to the appropriate parties vertically and horizontally; facilitates communication and problem solving (factor applies to all).		Select Rating
c. Supervisory Control: Effectively hires, assigns, directs, controls, counsels and disciplines all functions necessary or incidental to supervision (if applicable). Promotes cooperation and team work among employees and within University (applies to all).		Select Rating
Overall Interpersonal Factor Rating:		**Select all ratings**
Comments on Interpersonal Performance Factors:		

3. Individual	Select Rating	Enter Score
a. Effort and Initiative: Exhibits persistence and initiative; puts forth a consistent, energetic effort (factor applies to all).		Select Rating
b. Professional Competence: Realistic knowledge and competence of the field and applies up-to-date technical/professional principles; practice and standards appropriate to the functions of the University; acts as a resource person upon whom others can draw; maintains a consistent professional demeanor (factor applies to all).		Select Rating
c. Innovation: Displays original and novel thought in creative efforts to improve on the status quo (factor applies to all).		Select Rating
d. Objectivity: Assesses issues, problems and decision situations based on the merits of the case presented; personal loyalties, biases, etc., does not influence area decisions (factor applies to all).		Select Rating
e. Credibility: Through successful performance, instills the feeling of trust and dependability (factor applies to all).		Select Rating
f. Flexibility: Adapts well to change, both internally and externally (factor applies to all).		Select Rating
Average Individual Score		**Select all ratings**
Comments on Individual Performance Factors:		

4. Leadership	Select Rating	Score
a. Coaching: Communicates a positive attitude; serves as a catalyst for action and encourages employees and others to try new things; minimizes tension and defensiveness; creates an environment for success (factor applies to all).		Select Rating
b. Empowering: Creates an awareness in others to their powers and self-worth (applies to all); involves others in planning and decision-making; challenges others to assume leadership roles (applies to all); creates an environment in which others feel ownership for results (if applicable).		Select Rating
c. Modeling: Treats all with respect and dignity; creates atmosphere of mutual respect and trust; looks at problems as opportunities; accepts responsibility for mistakes; insists on excellence; adapts to change as conditions and situations warrant (factor applies to all).		Select Rating
d. Team Building: Builds group cohesiveness and pride (applies to all); encourages cooperation (applies to all); recognizes and rewards accomplishments and contributions of others; manages conflict (if applicable).		Select Rating
e. Visioning: Establishes and articulates a vision of what could be; looks to and plans for the future; accepts new challenges, keeps an open mind (factor applies to all).		Select Rating
f. Self-Development: Is not static; prepares for the future; has the courage to identify and address shortcomings; is committed to self-improvement; manages personal stress in positive ways (factor applies to all).		Select Rating
g. Profile: Provides leadership in decisions made on issues having direct effect on the University; serves as a spokesperson for the University and works to enhance the University's profile. Maintains the visibility necessary to function successfully (if applicable).		Select Rating
Average Leadership Score		**Select all ratings**

Comments on Leadership Performance Factors:	
Enter Comments Here	
Overall Staff Evaluation Rating	Overall Score Average
Exceeds Expectations	Select all ratings

Did the employee meet the past year's goals and expectations? (list previous year's goals, if applicable)
Enter Comments Here
What could have been improved regarding the employee's performance?
Enter Comments Here
What are the employee's goals for the next year?
Enter Comments Here
Employee's Comments:
Enter Comments Here

Employee's Signature (sign above line): **Date**

Employee's signature indicates their participation in the process and receipt of a copy. Employee's comments may be submitted as attachments. Performance evaluation ratings are not considered a guarantee of continued employment.

Supervisor's Signature: **Date**

Vice President's Signature: **Date**