

Performance Evaluation for Managerial/Professional Employees

Employee Name: _____

- ☐ Annual performance evaluation
- ☐ Unscheduled performance evaluation

Subject: Evaluation for the period _____ To: _____

Part I These are definitions of terms used to evaluate your work.

U	Unsatisfactory performance - Seldom meets established standards; must improve for continued employment
N	Needs improvement - Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results; must improve for continued employment
G	Good performance - Meets and occasionally exceeds established standards
VG	Very good performance - Consistently meets and frequently exceeds expected levels of performance
O	Outstanding performance - Consistently meets and almost always exceeds expected levels of performance

Part II Following are abilities and characteristics that contribute to your job performance

1.	Job knowledge - Demonstrates professional, administrative, and supervisory knowledge required to perform the job	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
2.	Quality of work - Completes assignments thoroughly and accurately	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
3.	Quantity of work - Demonstrates ability to manage several responsibilities simultaneously	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
4.	Planning and organizing - Plans and organizes work, coordinates with others, and establishes appropriate priorities	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
5.	Dependability - Monitors projects and exercises follow-through, adheres to time frames, and is on time	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
6.	Delegation and supervision - Demonstrates ability to direct others in accomplishing work, effectively selects and motivates staff	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
7.	Relating to others - Maintains positive work relationship with supervisors with peers and those who interact with employee	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
8.	Communication - Expresses ideas clearly both orally and in writing; listens well and responds appropriately	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
9.	Commitment to AA/EEO goals - Clearly understands and communicates policies and goals relevant to AA/EEO	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
10.	Judgment and decision making - Effectively analyzes problems, determines appropriate solutions, and exhibits timely and decisive action	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
11.	Initiative - Is a self-starter, seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
12.	Flexibility - Adapts to change, accepts new ideas and approaches to work, responds appropriately to criticism and to suggestions for work improvement	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O
13.	Overall rating - This is to rate overall performance and is not simply an average of the above ratings.	<u> </u> U <u> </u> N <u> </u> G <u> </u> VG <u> </u> O

Comments/examples to support above ratings

Employee's Signature _____

Date _____

Evaluating Supervisor's Signature _____

Date _____