

Name of employee: _____ Evaluation period: _____

Title: _____ Department: _____

Date: _____ Immediate Supervisor: _____

Position description current/accurate: Yes No If no, update to be completed by: _____

Procedure: The supervisor shall meet with each MSUAASF employee to determine the current year performance of the employee in reference to general performance.

Performance Ratings and Codes

Please use the following performance ratings in completing your evaluation.

Outstanding (O)

Consistently exceeds job requirements, demonstrating mastery of all key responsibilities. Displays an exceptionally high level of productivity, quality results and adds value to work performed. Demonstrates creativity and the ability to make independent decisions. Contributions extend beyond their position adding value to the overall university. Exemplary performance.

Highly Successful (HS)

Employee exceeds job requirements/performance standards and objectives. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions.

Successful (S)

Indicates employee is achieving satisfactory performance. Achieves job requirements/performance standards and objectives. Some improvement may be required. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions.

Needs Improvement (NI)

Performance is below expectations; however, some job requirements may be achieved. May not consistently demonstrate basic comprehension, required skills or initiative for the position. Corrective action or improvement is required.

Unsatisfactory (U)

Employee does not meet performance expectations. Job requirements are not being achieved. Does not demonstrate basic comprehension, required skills or initiative for the position. Significant improvement is required. Requires consistent direction and supervision. Corrective action is required.

Not Applicable (NA)

If any of the competencies listed do not apply to this position, indicate NA.

PART I

Job Responsibilities

<p>Responsibility #1</p> <p>Responsibility Description: _____</p> <p>Supervisor comments: _____</p> <p>Employee comments: _____</p>	<p>Rating: O HS S NI U NA</p>
<p>Responsibility #2</p> <p>Responsibility Description: _____</p> <p>Supervisor comments: _____</p> <p>Employee comments: _____</p>	<p>Rating: O HS S NI U NA</p>

PART I CONTINUED

Responsibility #3

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

Responsibility #4

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

Responsibility #5

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

Responsibility #6

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

Responsibility #7

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

Responsibility #8

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

Responsibility #9

Responsibility Description:

Rating: O HS S NI U NA

Supervisor comments:

Employee comments:

PART II

Employee Skill & Effectiveness

JOB KNOWLEDGE

1. Has a clear understanding of job responsibilities
2. Knows and follows operational procedures
3. Knows current issues and trends in assigned areas of responsibility

Supervisor Comments:

Employee Comments:

O	HS	S	NI	U	NA

PLANNING AND ORGANIZATION

1. Actively participates in planning designed to achieve the Department's overall mission and goals
2. Effectively implements planning strategies to achieve goals
3. Establishes clear and specific objectives and timelines
4. Formulates effective plans to achieve objectives
5. Coordinates planning efforts with other college offices
6. Demonstrates organizational and follow-through skills
7. Is well organized and efficient

Supervisor Comments:

Employee Comments:

O	HS	S	NI	U	NA

FISCAL MANAGEMENT

1. Understands university budget process
2. Develops unit budget in concert with goals
3. Follows fiscal business practices and meets deadlines
4. Manages approved budget and monitors expenditures
5. Effective in timely utilization of:
 - human resources
 - financial resources
 - physical resources

Supervisor Comments:

Employee Comments:

O	HS	S	NI	U	NA

DECISION MAKING AND PROBLEM SOLVING

1. Identifies and evaluates problems objectively
2. Formulates sound decisions and recommendations
3. Encourages staff participation in decision making
4. Demonstrates resourcefulness in problem solving
5. Deals effectively with changing situations
6. Works effectively under pressure

Supervisor Comments:

Employee Comments:

O	HS	S	NI	U	NA

LEADERSHIP QUALITIES

1. Articulates a "vision" for unit
2. Effectively supervises and/or motivates staff
3. Demonstrates creativity and resourcefulness
4. Models high personal and professional standards
5. Provides effective leadership in goal achievement and areas of responsibility
6. Demonstrates:
 - strong work ethic
 - teamwork
 - communication
 - positive attitude

Supervisor Comments:

Employee Comments:

O	HS	S	NI	U	NA

OVERALL CONTRIBUTION TO THE DEPARTMENT AND UNIVERSITY

1. Understands and contributes to achieving the strategic goals of the university
2. Represents the university competently to external constituencies
3. Contributes to positive morale
4. Demonstrates interest and involvement in university activities
5. Promotes positive public relations

Supervisor Comments:

Employee Comments:

O	HS	S	NI	U	NA

PART III

Goals and Performance Improvement Plans (may be optional)

List and define goals directly related to primary job responsibilities that the employee should meet throughout the next appraisal period. There should be input by the employee and the supervisor in this process with the supervisor making any final decisions. Note: Responsibilities and/ or Competencies that were rated NI or U must identify specific goals and action steps for improvement.

GOALS
<p>Goal 1:</p> <p>Action Steps for Goal 1:</p> <p>Expectations and timeline:</p> <p>Review:</p>
<p>Goal 2:</p> <p>Action Steps for Goal 2:</p> <p>Expectations and timeline:</p> <p>Review:</p>
<p>Goal 3:</p> <p>Action Steps for Goal 3:</p> <p>Expectations and timeline:</p> <p>Review:</p>

EMPLOYEE OVERALL RATING AND SUMMARY STATEMENT: (Attach with employee response.)

Supervisor's Signature* _____	Date: _____
Employee's Signature* _____	Date: _____
Vice President's Signature** _____	Date: _____

* Signature indicates that the employee has met with the supervisor to review the evaluation.

** Signature indicates that the appropriate Vice President has reviewed this evaluation with the supervisor.