

PERFORMANCE EVALUATION
Professional/Managerial, and Executive Personnel
Evaluation Instrument

Employee's Name _____

Employee Number _____

Position Title _____

Evaluation Period _____

Rating Scale: E – Exceptional; 1 – Exceeds Expectations; 2 – Meets Expectations; 3 – Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action.

____ 1. JOB KNOWLEDGE

____ 2. PLANNING / ORGANIZATION

____ 3. COMMUNICATION

____ 4. HUMAN RELATIONS

____ 5. LEADERSHIP / TEAMWORK

____ 6. DECISION-MAKING

Rating Scale: E – Exceptional; 1 – Exceeds Expectations; 2 – Meets Expectations; 3 – Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action.

___ 7. JUDGMENT

___ 8. PROFESSIONALISM

___ 9. INSTITUTIONAL COMMITMENT

___ 10. COMMUNITY / PROFESSIONAL COMMITMENT

___ 11. INSTITUTIONAL DIVERSITY

___ 12. EMPLOYMENT ACCOUNTABILITY

The employee signature does not necessarily imply agreement with the evaluation.

Employee’s Signature

Date

Evaluator’s Signature

Date

Senior Level Administrator

Date

Employee’s Comments: _____

Original form must be returned to the Human Resources Office