

# Performance Evaluation

## Non-Teaching Professionals

### Period of Time Covered by Performance Evaluation

From	To
(Example 2/15/03)	(Example 2/14/04)

(NOT TO EXCEED ONE-YEAR)

Name		Official Title	Department
Professional Rank		Current Appointment Type	Employee ID Number
<input type="checkbox"/> SL-1	<input type="checkbox"/> SL-4	<input type="checkbox"/> Term	
<input type="checkbox"/> SL-2	<input type="checkbox"/> SL-5	<input type="checkbox"/> Permanent	
<input type="checkbox"/> SL-3	<input type="checkbox"/> SL-6	<input type="checkbox"/> Probationary	

**Purpose of Review (Check One)**

- For renewal of appointment  
 For annual evaluation  
 Other: \_\_\_\_\_

Supervisor Signature	Print Name	Date
Employee Signature*	Employee Title	Date**
VP/Dean Reviewer's Signature***	Title	Date

\* Acknowledges receipt of Performance Evaluation

\*\* Date copy received

\*\*\* To Initiate appropriate HR transactions

# Performance Evaluation

## Rating

Rating	Rating Definition	Rating	Rating Definition
<b>5</b>	<b>Outstanding</b> - Performance is exceptional in all areas and is recognizable as being superior to others.	<b>2</b>	<b>Improvement Needed</b> - Performance is deficient in certain areas. Improvement is necessary.
<b>4</b>	<b>Very Good</b> - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.	<b>1</b>	<b>Unsatisfactory</b> - Results are generally unacceptable and require immediate improvement. Merit increases would not normally be granted to individuals with this rating.
<b>3</b>	<b>Good</b> - Competent and dependable level of performance. Meets performance standards of the job.	<b>NR</b>	<b>Not Rated</b> - Not applicable.

## Performance Evaluation

### Section 1: Performance [\(🔗 Online Help\)](#)

List the specific objectives/assignments from the employee's performance program and describe the employee's performance in relation to the above rating scale. Rate performance in the boxes provided to the right of each duty listed according to the scale provided above as compared with your expectation.\*

RATING:	5	4	3	2	1	NR	Evaluative Comments
Insert Performance Program Duties/Responsibilities:							
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<b>Section 2: General Performance</b> <a href="#">(🔗 Online Help)</a>								
	<b>RATING:</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NR</b>	<b>Comments</b>
<b>Quality</b> – Accuracy, thoroughness and acceptability of worked performed.								
<b>Productivity</b> – The quantity and efficiency of worked produced in a specified time period.								
<b>Job Knowledge</b> – The practical/technical skills and information used on the job.								
<b>Reliability</b> – The extent to which an employee can be relied upon regarding task completion and follow up.								

**Independence** – The extent of work performed with little or no supervision.

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**Section 3: Professional Development/University Service** ([Online Help](#))

Check the appropriate box in each section.

Professional ability as demonstrated, for example, by invention or innovation in professional, scientific, administrative or technical areas. That is, development or refinement of programs, methods, procedures, or apparatus.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable	Comments:
Effectiveness in University Service as demonstrated for example, by such things as successful committee work, participation in local campus and University governments and involvement in campus-or University-related student or community activities.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable	Comments:
Continuing growth as demonstrated, for example, by continuing education, participation in professional organizations, involvement in training programs and research.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable	Comments:
Mastery of specialization as demonstrated, for example, by degrees, licenses, awards, honors and reputation in professional field.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable	Comments:

**Supervisory Plan**

Indicate areas in need of improvement and steps which will be undertaken by professional and/or supervisor to achieve these ends during the next evaluation period. Indicate and explain any total or partial lack of achievement of objectives set in the Performance Program. **For all ratings of "Improvement Needed" or "Unsatisfactory" indicate recommendations for training, development and professional development activities.**

**Overall Performance Summary**

Supervisor must check overall performance.

- Satisfactory**  
 **Unsatisfactory**

**Recommendations**

Indicate the recommendation of Renewal, Non-renewal or Fail Probationary Period relating to actions affecting the employment status of this professional employee.\*\*\*

- Renewal**  
 **Non-Renewal**  
 **Fail Probationary Period**

\*\*\* Note that the recommendation for permanent appointment is governed by a separate procedure and, therefore, no recommendation regarding permanent appointment should be made on this evaluation form.