Directions for Completing the Employee Performance Review

1. The Employee Performance Review is applicable to all staff members of the University and is not intended to replace the evaluation tools for faculty members. The Employee Performance Review is to be completed by a supervisor with direct knowledge of the employ [• i }   ‰ Œ (} Œ u   v   X

2. The reviewer shall complete the first two sections of the Employee Performance Review prior to meeting with the employee. The reviewer shall evaluate the employee, using a 5 point scale (Excellent, Good, Average, Fair, and Poor) for each category listed. The reviewer may also write comments in the right hand column of each category, if desired.

   General definitions of the categories used are:

   Job Knowledge   What is the level of knowledge the employee has regarding his/her job duties and the resulting ability to perform his/her job duties? Does the employee have the technical and/or educational skills required for the job?

   Productivity   How productive is the employee? Is the employee efficient and use his/her time effectively?

   Work Quality   What is the quality of the work product produced by the employee? Does the work require corrections, is it accurate, etc.?

   Work Consistency   I • š Z   u ‰ o } Ç   [• Á } Œ I ‰ Œ } µ š   } v •] • š v š U } Œ   } •] š À Œ Ç   P] À v

   Work Relations   How well does the employee cooperate with others in the office to accomplish tasks? Does the employee work with other areas on campus to achieve goals as needed? How well does the employee get along with others he/she has to interact with on a professional basis?

   Attitude   Does the employee have a positive attitude in the workplace towards tasks assigned, co-workers, supervisors, other members of the campus community, etc.?

   Initiative   Does the employee complete tasks without being instructed and look for ways to better his/her area on his/her own, or does the employee need constant direction and guidance before a task is performed?

   Punctuality   Does the employee show up for work, meetings, etc. on time? Does the employee perform assignments on a timely basis?

   Dependability   C