

INFORMATION AND INSTRUCTIONS
Northeastern State University
Performance Evaluation

Timeframe for completion:

The supervisor has the option to complete annual evaluations on employment anniversary dates or may choose a departmental date. All employees are to have an evaluation on file by November 1st of each year that is less than one year old.

Steps to Completion of Performance Evaluation:

1. Review job description.
2. Supervisor: Schedule Evaluation Review Discussion and give employee page 3 of the Evaluation.
3. Supervisor: Complete Performance Evaluation Form pages 1 and 2 according to the instructions below.
4. Employee completes Evaluation Form page 3 and forwards to supervisor
5. Supervisor gets ready for discussion by having 2 copies of completed pages 1 and 2.
6. Supervisor and employee meet and discuss the evaluation.
Begin with discussion of job description.
Discuss successes.
Make plans for areas in need of improvement.
7. The entire completed and signed evaluation form and any accompanying information is submitted to HR for inclusion in Personnel Record.

Performance Evaluation Form Example:

General Employment Performance. The supervisor may have assigned specific requirements in these categories or may relate them to overall employment issues. This rating indicates how well the employee has used skills to do their job. Feel free to add specific requirements to each item. Attach additional pages as necessary. Scores less than 2 or greater than 4.6 require specific items of documentation. The section totals from 0 to 20 points.

Work Skills—prioritizing assignments, time management,
Initiative, creativity, etc.

Score 3.6

Specific Items: meets deadlines 80% of time.

Specific Items: did not initiative to complete new filing
system.

Specific Items: designed new webpage for dept.

What the categories mean—helpful words

Consistently exceeds expectations Point Value 5—4.6

Progressive, takes on more than expected and successfully completed, requires little or no guidance, accepts responsibility.

- Extraordinary: Marvelous; remarkable; superlative; surprising; wonderful
Exceptional: Great; incomparable; matchless; notable; noteworthy; unequalled; unique; unmatched; unsurpassed; significant; special; striking
Excellent: Admirable; brilliant; first-rate
Outstanding: Remarkable; significant; terrific

Exceeds expectations in some areas or some times Point Value 4.5—3.6

Displays initiative, seeks job growth, requires little guidance, occasionally takes on more than expected and completes.

- Exemplary: Creditable; laudable; praiseworthy
Superior: Accomplished; commendable; consummate; expert; high quality; skilled
Very Good: Highly regarded; impressive; valuable; worthy
More than adequate: Fine; more than sufficient; more than ample

Meets expectations Point Value 3.5—2.1

Demonstrates acceptable performance, does a good job, meets job requirements, requires some guidance, completes assigned projects, performs the minimum requirements.

- Good: Decent; good quality; respectable; skillful
Satisfactory: Appropriate; apt; fitting; proper
Acceptable: Good enough; okay; up to standard
Adequate: Allowable; passable; reasonable; tolerable

Does not meet some expectations Point Value 2.0—1.1

Falls below minimal performance, does not consistently demonstrate ability to perform at expected levels, requires specific guidance, show potential for improvement.

- Fair: Barely adequate; fair to middling
Poor: Inferior; meager; weak
Less than adequate: Inadequate; insufficient; paltry; scant
Minimal: Insignificant; negligible; slight; token; trifling; trivial

Consistently falls below expectations Point Value 1.0—0

Has not responded to previous efforts for improvement, does not demonstrate ability to perform at expected levels, requires significant improvement, requires substantial guidance, performance is expected to improve.

- Unsatisfactory: Beneath standard; inferior; low-grade; mediocre; poor quality; second-rate; substandard
Undependable: Devious; not to be trusted; unstable; untrustworthy
Unreliable: Changeable; erratic; fickle; not to be relied upon; unpredictable; variable
Unacceptable: Insufficient; intolerable; objectionable

University Involvement – Indicate expectations and participation in university wide teams, committees, workshops, seminars, conferences, etc.

Individual goals set for the upcoming year may be in a general performance area or a more directly related job task. Goals need to be specific, measurable, realistic, and time-framed. If more than three are appropriate please attach an additional page.

1. Goal: _____

Measure of Success: _____

2. Goal: _____

Measure of Success: _____

3. Goal: _____

Measure of Success: _____

Signatures

Supervisor's Comments:

Supervisor's Signature _____ Date _____

Reviewed by _____ Date _____

Employee's Comments:

I have seen this completed evaluation and I have received a copy. I understand that I may contact the Office of Human Resources to obtain information to appeal this evaluation if my overall rating is 2.0 or below and either "does not meet some expectations or consistently below expectations." Employee's signature does not imply agreement with the contents of this form, but signifies only that the performance communication meeting was held.

Employee's Signature _____ Date _____

Forward completed form to Human Resources for Personnel File.

Areas for Discussion at Performance Review

Employee Name _____

We will be meeting to discuss your performance over the past year and to form plans for developing your potential as an employee. Your input is a very important part of this meeting. You can prepare for the meeting and help me to address your concerns by reading over the following questions and writing down those aspects of your performance and development you would like to discuss. Please return this form to me at least 24 hours before our scheduled meeting on (date) _____

What do you consider to be your most important accomplishments on the job since your last review?

What questions do you have concerning what is expected of you on the job?

What steps could you take to improve your performance? Are there any training courses or assignments you feel would increase your ability to do your job?

Please outline any accomplishments, awards, or activities over the past year that might give a more complete picture of your strengths and abilities.

What are your career goals?

Do you have any other questions that you would like to discuss at this meeting?

Employee Signature

Date