

Alcorn State University
EMPLOYEE PERFORMANCE EVALUATION FORM

Employee Name: _____ **Date of Review:** _____

Evaluator's Name(s): _____ or **Employment Self Evaluation**

Evaluation Period _____ **Date since last Review:** _____

(Check one): **6 month review**
 Annual review
 Other

Job Title: _____ **Years in Job:** _____

This Performance Evaluation links the university's expectations of professional staff to actual performance. The principal objective of the evaluation is to assist in professional development by identifying strengths and areas for improvement. Evaluations enable management to assess an individual's job performance and determine appropriate promotion opportunities and compensation.

Performance Evaluation Ratings

5-SER Substantially Exceeded Requirements - Clearly and consistently exceeded many requirements

4-ER Exceeded Requirements - Clearly exceeded some, and met all other requirements

3-MR Met Requirements - Clearly met all requirements, or balance minor need for improvement in one area with exceptional performance in another

2-MSR Met Some Requirements - Met some requirements, but clearly needs to improve in one or more areas to fully meet requirements

1-NMR Did Not Meet Requirements - Clearly needs significant improvement in one or more areas to fully meet requirements

N/A No Basis for Approval

My signature below indicates neither agreement nor disagreement with this Performance Evaluation, but it does indicate that I have read the Performance Evaluation and the evaluator or supervisor has discussed with me.

Employee's Signature: _____ **Date:** _____

I acknowledge that I have reviewed this appraisal with the employee.

Evaluator's Signature: _____ **Date:** _____

I acknowledge that I have reviewed the supervisor's evaluation of the employee.

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

Employee Name: _____

Major Responsibilities (Essential Functions): List the major responsibilities (essential functions) of the position in the approximate order of importance **or attach a copy of the most current job description.**

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

On-the-Job Training: Supervisor (rater) should outline the course of action he or she will use to provide training to the employee while on the job.

| On the Job Training | Comments/Explanation | Initial (Employee) |
|---------------------|----------------------|--------------------|
| 1. | | _____ |
| 2. | | _____ |
| 3. | | _____ |
| 4. | | _____ |
| 5. | | _____ |

Employee Name: _____

Performance Factors Rating: Using the following definitions, rate the employee's performance for each of the performance factors as it relates to the employee's job duties/responsibilities. **Supervisors (raters) must explain in each category the reason(s) for the staff member's rating if score of 1 or 5 is given.**

| PERFORMANCE FACTORS | RATING | COMMENTS/AREAS FOR IMPROVEMENT |
|--|--------|--------------------------------|
| Job Skills & Understanding: | | |
| • Understands and performs job duties and responsibilities. | | |
| • Possesses sufficient skill and knowledge to perform all parts of the job effectively, efficiently, and safely. | | |
| • Understands and promotes department mission and values. | | |
| • Ability to prioritize workload. | | |
| Quality: | | |
| • Attentive to detail and accuracy. | | |
| • Demonstrates thoroughness, completeness, follow through on presentation and appearance of work. | | |
| Dependability/Reliability: | | |
| • Punctuality and regularity in attendance: Arrives on time and ready for the workday. | | |
| • Completes tasks satisfactorily: <ul style="list-style-type: none"> ○ Meets commitments ○ Works independently ○ Handles change ○ Stays focused under pressure | | |
| Communications Skills | | |
| • Listens effectively and responds clearly and directly. | | |
| • Makes effective oral and written communications clear and easy to understand. | | |

| PERFORMANCE FACTORS | RATING | COMMENTS/AREAS FOR IMPROVEMENT |
|--|--------|--------------------------------|
| Other Professional Skills | | |
| Professionalism | | |
| <ul style="list-style-type: none"> • Promotes and treats peers with mutual respect. | | |
| <ul style="list-style-type: none"> • Demonstrates integrity and deals well with ethical and confidential issues. | | |
| <ul style="list-style-type: none"> • Demonstrates commitment to the University's stated mission and goals. | | |
| Initiative/Motivation | | |
| <ul style="list-style-type: none"> • Self-directed, resourceful, creative toward meeting job objectives. | | |
| <ul style="list-style-type: none"> • Introduces new concepts and processes using independent and original thought. | | |
| <ul style="list-style-type: none"> • Displays drive, energy and a positive attitude in completing assigned tasks. Eagerly takes initiative. | | |
| Interpersonal Skills and Teamwork | | |
| <ul style="list-style-type: none"> • Works effectively with other employees and departments. | | |
| <ul style="list-style-type: none"> • Helps improve work processes. | | |
| <ul style="list-style-type: none"> • Helps to accomplish specific tasks. | | |

| PERFORMANCE FACTORS | RATING | COMMENTS/AREAS FOR IMPROVEMENT |
|---|--------|--------------------------------|
| Computer Skills | | |
| • Possesses computer skills and knowledge to perform job duties and responsibilities. | | |
| Planning Skills: | | |
| • Ability to establish short and long-term goals and objectives. | | |
| • Ability to develop a well-defined plan according to established goals and objectives. | | |
| • Ability to execute a plan in an organized fashion. | | |
| Problem Solving: | | |
| • Defines problems/central issues. | | |
| • Evaluates options, proposes and implements a sound solution. | | |
| Leadership and Teamwork: | | |
| • Influences others to achieve work goals. | | |
| • Encourages and enhances teamwork. | | |

Average Score: _____ (Score Total divided by 27)

Overall Rating:

_____ **NMR** [0- 1.5] _____ **MSR** [1.6- 2.5] _____ **MR** [2.6- 3.5]

_____ **ER** [3.6- 4.5] _____ **SER** [4.6- 5.0]

Overall Comments: *(employee and/or supervisor may add comments; use additional space if needed)*

Employee Name _____

Performance Development: Use this section to identify development that sustains, improves and builds performance, and enables the employee to contribute to organizational effectiveness. This section should also be used to identify career development activities, **and should be completed by the supervisor and the employee.**

| Performance Development That Applies To Major Responsibilities/Essential Job Functions Projects and Goals | Development Activities/Resources | Time Frame | Expectations |
|---|----------------------------------|------------|--------------|
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Athletics Employees NCAA/SWAC Requirements (this section must be completed by the Rater for employees having athletics job duties and responsibilities only)

Supervisors/Raters must indicate (✓) in the paragraph below, whether employees having athletics job responsibilities have met or have not met the required standards:

This employee has been evaluated on his or her adherence to all applicable departmental, institutional, SWAC and NCAA rules and regulations; including, but not limited to NCAA Bylaw 11.1, Conduct of Athletics Personnel. The evaluation has determined that the employee's required knowledge and compliance /_ / have met /_ / have not met these standards.