



SOUTHERN UNIVERSITY AT NEW ORLEANS

Employee Evaluation Form for Unclassified Staff

Evaluation Period: _____

Employee Name: _____

Title: _____

Department: _____

PART I. INSTRUCTIONS TO EVALUATOR

Evaluators must complete all of the performance, behavioral, and leadership factors listed. The overall performance factor must also reflect the employee's performance as it relates to the job description, and responsibilities/duties. Comments are encouraged. All points should be tabulated and recorded on the final scoring page. Both the evaluator and evaluatee should sign acknowledging the final scores for the evaluation period.

RATING INSTRUCTIONS

- 1. = Unacceptable** - Consistently fails to meet job requirements. Requires immediate improvement plan to maintain employment.
- 2. = Needs Improvement** - Occasionally fails to meet job requirements. May require improvement plan of some job requirements to maintain employment.
- 3. = Meets Expectations** - Performs all job duties satisfactorily.
- 4. = Exceeds Expectations** – Performs above required duties.
- 5. = Superior** – Performs consistently beyond the job requirements.

PART II - PERFORMANCE FACTORS

1. Knowledge, Skills, Abilities - Consider the degree to which the employee exhibits the required level of Job knowledge and/or skills to perform the job; use of established techniques, materials, and equipment as they relate to performance.

Unacceptable Superior
 1 2 3 4 5

Comments: _____

2. Quality of Work - Does employee complete assignments and meet quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.

Unacceptable Superior
 1 2 3 4 5

Comments: _____

3. Quantity of Work - Consider the results of the employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable Superior
 1 2 3 4 5

Comments: _____

4. Work Habits - To what extent does employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

UnacceptableSuperior

1 2 3 4 5

Comments: _____

5. Communication - Consider Job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?

UnacceptableSuperior

1 2 3 4 5

Comments: _____

PART III - BEHAVIORAL TRAITS

1. Dependability – Consider the amount of time spent directing the employee. Does the employee monitor projects and exercise follow-through; adhere to time frame; is on time for meetings and appointments; and, responds appropriately to instructions and procedures?

UnacceptableSuperior

1 2 3 4 5

Comments: _____

2. Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable Superior

1 2 3 4 5

Comments: _____

3. Initiative - Consider how well the employee seeks and assumes greater responsibility; volunteers for special projects; performs task well with little supervision; does not wait to be directed.

Unacceptable Superior

1 2 3 4 5

Comments: _____

4. Adaptability - Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Unacceptable Superior

1 2 3 4 5

Comments: _____

5. Judgment - Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unacceptable Superior

1 2 3 4 5

Comments: _____

PART IV - LEADERSHIP/SUPERVISORY FACTORS

1. Leadership- Consider how well the employee demonstrates effective leadership abilities; gains respect and cooperation; inspires and motivates others; directs work group toward common goal.

Unacceptable Superior

1 2 3 4 5

Comments: _____

2. Delegation - How well does the employee demonstrate the ability to direct others in accomplishing work; effectively selects and motivates others; defines assignments; oversees the work of others?

Unacceptable Superior

1 2 3 4 5

Comments: _____

- 3. Planning and Organizing - Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

Unacceptable Superior
 1 2 3 4 5

Comments: _____

- 4. Administration - How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor; and, utilize funds, staff or equipment?

Unacceptable Superior
 1 2 3 4 5

Comments: _____

- 5. Personnel Management - Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists others in accomplishing their work-related objectives. Does the employee communicate well with others in a clear, concise, accurate, and timely manner and make useful suggestions?

Unacceptable Superior
 1 2 3 4 5

Comments: _____

PART VI - OVERALL PERFORMANCE

1. Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and leadership/ supervisory factors, as well as the job duties and staff evaluations (if applicable.)

UnacceptableSuperior
1 2 3 4 5

Comments: _____

2. Attendance - Consider number of absences, use of personal (vacation) and sick leave in accordance with University policy.

UnacceptableSuperior
1 2 3 4 5

Comments: _____

3. Punctuality - Consider work arrival and departure within accordance with departmental and University policy. Punctuality should be coded as follows: Ranges 1-2 (Unsatisfactory); Ranges 3-5 (Satisfactory)

UnacceptableSuperior
 1 2 3 4 5

Comments: _____

4. Outcomes/Productivity- Employee has delivered/exemplified tangible outcomes in respective areas. These outcomes are high quality work products which are aligned to goals and objectives of the respective unit. Outcomes should be coded as follows: Ranges 1-2 (Unsatisfactory); Ranges 3-5 (Satisfactory)

Unacceptable Superior
1 2 3 4 5

Comments: _____

5. Team Player- Employee is a team player and exudes a POSITIVE attitude that reflects a spirit of cooperation in advancing the goals and objectives of the Southern University System. Team player ratings should be coded as follows: Ranges 1-2 (Unsatisfactory); Ranges 3-5 (Satisfactory)

Unacceptable..... Superior
1 2 3 4 5

Comments: _____

PART VI - PERFORMANCE SCORING SHEET

Performance Factors	Behavioral Traits	Leadership Ability	Work Ethic
Knowledge, Skills & Abilities	Dependability	Leadership	Performance
Quality of work	Cooperation	Delegation	Attendance
Quantity of Work	Initiative	Planning & Organization	Punctuality
Work Habits	Adaptability	Administration	Outcomes
Communication	Judgment	Personnel Management	Team Player
/25 Section Score	/25 Section Score	/25 Section Score	/25 Section Score

Overall Performance Score _____ **/100**

FINAL RATING SCORE SCALE

90-100	EXCEEDS EXPECTATIONS
65-89	MEETS EXPECTATIONS
BELOW 65	NEEDS IMPROVEMENT

Additional Notes/Feedback:

PART VII – EMPLOYEE ACKNOWLEDGEMENT

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (comments are optional-attach additional sheets if necessary):

Comments: _____

Employee _____ **Date** _____

Supervisor/Evaluator _____ **Date** _____

Department Head/Director/ _____ **Date** _____

Vice Chancellor _____ **Date** _____

APPENDIX 1: OUTLINE UP TO FOUR MAJOR RESPONSIBILITIES AND PERSONAL DEVELOPMENT GOALS FOR THE UPCOMING FISCAL YEAR

MAJOR RESPONSIBILITIES/SPECIAL ASSIGNMENTS

PERSONAL/PROFESSIONAL DEVELOPMENT GOALS