

*Nonfaculty Performance Evaluation
(blank form for draft work)*

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(blank form for draft work)**

Name: _____
All performance evaluations must be routed for online signature in GreatJobs

Continuous Learning and Job Knowledge -----

- Rate the employee's demonstrated job knowledge. Consider factors such as:
 - Time in the position
 - Extent to which efforts are made to stay up-to-date
 - Extent to which employee is consulted by others on technical matters

 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory
-
- Rate the employee's job performance. Consider factors such as:
 - Use of resources and technology
 - Initiative to seek feedback and development opportunities to improve performance
 - Willingness to accept coaching and implement changes to improve work performance
 - Level of supervision required

 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Building Relationships -----

- Meets customer and stakeholder needs in a timely and courteous manner

- Outstanding
- Highly Effective
- Effective
- Needs Improvement
- Unsatisfactory

- Identifies and shares information with all relevant individuals and groups
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Communication -----

- Organizes and verbally communicates ideas and information clearly
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Expresses disagreement in a constructive, non-confrontational manner
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Listens attentively and responds appropriately
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Dependability and Organizational Support -----

- Follows instructions and responds promptly to management direction
 - Outstanding
 - Highly Effective
 - Effective

- Needs Improvement
 - Unsatisfactory
- Meets attendance and punctuality guidelines – keeps commitments
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory
- Follows policies and procedures
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory
- Takes responsibility for own actions
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory
- Uses best practices to assist in ensuring the safety of self and others. Completes safety training as necessary and follows applicable safety standards in the performance of their job duties.
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Teamwork, Cooperation, and Diversity Commitment -----

- Contributes to building a positive team spirit
 - Outstanding
 - Highly Effective
 - Effective

- Needs Improvement
- Unsatisfactory
- Works actively to resolve conflicts
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory
- Supports diversity initiatives and respects and values individual differences
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Achievement Orientation -----

- Remains open to new ideas and modifies behavior or work methods in response to new information or changing circumstances
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory
- Performs work with individual motivation, self-confidence, and minimal instruction
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Judgment and Decisions -----

- Exhibits sound and accurate judgment
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Includes appropriate people in decision-making process
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Leadership and Initiative -----

- Demonstrates high standards of conduct and personal accountability
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Anticipates needs and takes action without waiting to be told
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Supervisors – Managing and Supervising People (if applicable) -----

- Provides timely direction and gains employee commitment
 - Outstanding
 - Highly Effective

- Effective
- Needs Improvement
- Unsatisfactory

- Maintains open communications and solicits feedback from subordinates as appropriate
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Motivates others to perform well
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Provides opportunities for subordinates' skill development and encourages professional growth
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Recognizes and rewards contributions
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

- Delegates work assignments as appropriate
 - Outstanding
 - Highly Effective
 - Effective
 - Needs Improvement
 - Unsatisfactory

Comments:

Overall Rating -----

- Outstanding
- Highly Effective
- Effective
- Needs Improvement
- Unsatisfactory

Objectives and Goals:

Development Plan: