Nonfaculty Performance Evaluation
(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
• 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
- 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: