

## Employee Evaluation

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Name of Employee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Years in Job: \_\_\_\_\_

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### Performance Evaluation Ratings:

**5= Outstanding:** Performance is extraordinary and exceptional. (Outstanding ratings should only be awarded on rare occasions.)

**4= Exceeds Expectations:** Consistently competent performance exceeding normal standards in all critical factors within position and category.

**3 = Meets Expectations:** Good solid performance. Performance meets all normal requirements within position and category in a competent manner. TUC has high standards and expectations for its employees. As such, to “meet expectations”, an employee is doing the function well.

**2= Below Expectations:** Areas of needed improvement. Total performance periodically or regularly falls short of expectations.

**1= Unacceptable Performance:** Performance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held within that category. Specific deficiencies are required to be noted in Section D and/or in a signed and dated attachment by evaluator.

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<b>The University Corporation – Core Competencies</b>	<b>Rating</b>
<p><b><u>Customer Service (SMART)</u></b>  Is committed to providing exceptional customer service. Embraces the SMART philosophy. Looks for opportunities to improve systems, procedures or processes to provide better service.</p> <p style="padding-left: 40px;">Exceed expectations with great <b>SERVICE</b></p> <p style="padding-left: 40px;"><b>MOTIVATE</b> through positive energy</p> <p style="padding-left: 40px;">Have a great <b>ATTITUDE</b></p> <p style="padding-left: 40px;"><b>RESPECT</b> starts with you</p> <p style="padding-left: 40px;"><b>TEAM</b> is all of the above</p>	
<p><b><u>Ownership and Pride</u></b>  Takes pride in achieving the Corporation’s mission. Accepts responsibility for all areas of the job. Goes above and beyond in an effort to do the best job they can. Displays professionalism in approach to work.</p>	
<p><b><u>Teamwork/Collaboration/Communication</u></b>  Successfully works with others to achieve desired results; contributes to team projects; exchanges ideas, opinions, develops positive working relationships. Listens well and keeps others informed. Demonstrates effective communication for the requirements of the position.</p>	
<p><b><u>Dependability/Hard Work</u></b>  Works hard and earns trust by being dependable and consistent.</p>	
<p><b><u>Adaptability</u></b>  Embraces change. Meets changing conditions and situations in work responsibilities easily and positively. Accepts constructive criticism and suggestions. Treats others with kindness, civility and respect. Maintains objectivity in situations of conflict.</p>	

Performance Categories	Rating
<p><b><u>Interpersonal Skills</u></b>  Works well with others. Accepts direction. Contributes positively to the team. Responds appropriately to feedback.</p>	
<p><b><u>Job Knowledge/Skills</u></b>  Demonstrates clear understanding and ability to perform the assigned job duties effectively. Learns and masters applicable new skills and procedures. Makes effort to stay up to date.</p>	
<p><b><u>Quality of Work</u></b>  Performs work competently and accurately. Does work thoroughly in a reasonable amount of time.</p>	
<p><b><u>Attendance</u></b>  Schedules and uses leave time in appropriate manner that is sensitive to the department and workload priorities. Adheres to work schedule.</p>	
<p><b><u>Initiative</u></b>  Self –starter. Seeks out new assignments and assumes greater responsibility. Makes suggestions for change/improvement.</p>	
<p><b><u>Decision Making/Problem Solving</u></b>  Makes timely decision based on appropriate information. Recognizes and analyzes problems and makes suggestions for resolution. Recommends solutions.</p>	
<p><b><u>Judgment</u></b>  Demonstrates sound opinions in determining the appropriate next steps. Demonstrates insight and acumen on delicate matters.</p>	
<p><b><u>Time Management</u></b>  Meets deadlines. Plans and organizes work. Establishes appropriate priorities.</p>	
<p><b><u>Written Communication</u></b>  Effectively writes for the requirements of the position. Maximizes email as an effective communication tool.</p>	

## Supervisory/Management (to be completed if applicable)

Category	Rating
<p><b><u>Planning and Organizing</u></b>            Ability to develop a well defined and realistic plan according to established goals and objectives. Effectively uses the tools of Goals, Objectives, Planning, Organizing, Identifying Action Steps, and Implementation; and then tracking and follow-up on said implementation.</p>	
<p><b><u>Resource Allocation</u></b>            Identifies available resources required to complete projects. Sets appropriate deadlines and meets them. Makes good judgment about time allocation and resources required.</p>	
<p><b><u>Safety</u></b>            Performs job duties safely. Promotes safety awareness. Provides employees adequate safety training. Follows safety guidelines.</p>	
<p><b><u>Leadership and Staff Development</u></b>            Influences others to achieve organizational goals. Promotes ethical behavior. Provides on the job training and development. Provides timely and constructive feedback. Encourages and enhances teamwork.</p>	
<p><b><u>Personnel Management</u></b>            Rewards and recognizes individual/team successes. Evaluates employees objectively. Provides frequent feedback to employees. Handles pressure in difficult situations. Manages performance issues. Enforces policies and procedures.</p>	
<p><b><u>Financial Management</u></b>            Prepares budget projections timely. Stays within budget. Understands the financial big picture.</p>	
<p><b><u>Sales and/or Productivity</u></b>            Meets production goals while maintaining quality work. Tracks down problems that interfere with sales and/or productivity. Has a clear production standard.</p>	

Overall Rating Comments	Rating
<p><b>Previous Year's Goals/Progress Accomplishments</b></p>	
<p>Employee should complete this section first by listing the previous year's goals and their explanation of the progress and/or accomplishments and submitting it to their supervisor. The supervisor will then cut/paste this information into the evaluation and make appropriate comments.</p>	

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**Record Goals/Objectives for next performance period. (This would include any areas or correction or improvement)**

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**Employee's Acknowledgement**

This report has been discussed with me. I understand my signature does not indicate agreement.

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**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Approval Signature required in advance of giving evaluation to the employee)**