UNIVERSITY OF LOUISIANA MONROE

UNCLASSIFIED STAFF EVALUATION FORM

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

DIRECTIONS: Rate the employee on each of the performance expectations below.

RATING SCALE:

5 OUTSTANDING: Employee works and/or behavior consistently exceeded goals, responsibilities and/or job requirements. Employee required almost no direction and supervision in performing at this level. This rating should be reserved for unusually exceptional performers.

4 VERY GOOD: Work and/or behavior frequently exceeds goals, responsibilities, and/or job requirements. Quality of performance is consistently high. Employee required minimal supervision in performing at this level.

3 MEETS EXPECTATIONS: Work product and/or behavior consistently met performance expectation by sufficiently fulfilling job requirements. Employee required occasional supervision in order to perform at this level.

2 NEEDS IMPROVEMENT: Work product and/or behavior occasionally failed to meet requirements and expectations. Employee requires high amount of supervision to complete assignments and fulfill expectations, but potential for improvement is evident.

1 UNSATISFACTORY: Work product and/or behavior consistently fails to meet expectations and requirements. Performance clearly does not meet minimum standards of position as related to criterion. Constant supervision and guidance is needed. A lack of performance improvement should result in the commencement of dismissal procedures.

N/A Evaluator cannot evaluate because Evaluator has not had opportunities to observe the work habit or behavior.

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| DEPENDABILITY & RELIABILITY: (ALL EMPLOYEES) |  |  |  |  |  |  |
| 1. Completing assignments and timesheets on time  | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. On-time arrival; completion of scheduled shift/day | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Commitment to assuring coverage of duties when absent/on leave  | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Meeting Goals as Outlined in Performance Expectation Plan  | 5 | 4 | 3 | 2 | 1 | N/A |
| COMMUNICATION/COOPERATION: (ALL EMPLOYEES) |  |  |  |  |  |  |
| 1. Ability to work as a team member | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Ability to foster collegial relationships with other University departments | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Timeliness and correctness of responses to inquiries and requests | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Use of proper channels to communicate with colleagues and supervisors | 5 | 4 | 3 | 2 | 1 | N/A |
| PROFESSIONALISM/INTEGRITY: (ALL EMPLOYEES) |  |  |  |  |  |  |
| 1. Adherence to University policies and procedures | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Accountability for own actions, decisions and results | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Good time management in meetings and prompt follow-up, when required | 5 | 4 | 3 | 2 | 1 | N/A |
| DECISION-MAKING/PROBLEM-SOLVING: (ALL EMPLOYEES) |  |  |  |  |  |  |
| 1. Promptness in reporting/beginning to resolve problem situations | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Collection of pertinent facts/resources before acting | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Use of sound judgment in solving problems | 5 | 4 | 3 | 2 | 1 | N/A |
| PLANNING/ORGANIZING: (ALL EMPLOYEES) |  |  |  |  |  |  |
| 1. Efficient use of available resources (financial, human, physical) | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Ability to plan appropriately before starting a project: goals/priorities/tracking/deadlines | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Openness to constructive suggestions for change | 5 | 4 | 3 | 2 | 1 | N/A |
| SERVICE QUALITY (service to faculty, staff, students and public): (ALL EMPLOYEES) |  |  |  |  |  |  |
| 1. Courtesy shown to all, inside and outside University community | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Accurate identification of person’s needs | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Promptness, thoroughness in follow-through to inquiries and requests for assistance | 5 | 4 | 3 | 2 | 1 | N/A |
| SUPERVISION/LEADERSHIP: (EMPLOYEES WHO ARE SUPERVISORS) |  |  |  |  |  |  |
| 1. Equal treatment of all employees under supervision | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Setting of realistic project goals | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Quality of resources, guidance, and training provided to employees under supervision | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Ability to motivate employees to work together as a team | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Appropriateness and promptness of rewards/discipline/conflict resolution | 5 | 4 | 3 | 2 | 1 | N/A |
| PERFORMANCE PLANNING & REVIEW: (EMPLOYEES WHO ARE SUPERVISORS) |  |  |  |  |  |  |
| 1. Communication of performance expectations | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Timeliness and thoroughness of performance planning sessions with employee(s) | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Documentation of employees' job performance | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Usefulness and timeliness of feedback given to employees | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Setting of realistic performance goals | 5 | 4 | 3 | 2 | 1 | N/A |
| BUDGET AND COST MANAGEMENT: (EMPLOYEES WHO ARE BUDGET HEADS) |  |  |  |  |  |  |
|  1. Management of budget and efficiency of cost control | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Adherence to policies and procedures related to budget | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Timely communication of budget issues | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Adherence to fiduciary procedures and safeguards (e.g., cash/check handling) | 5 | 4 | 3 | 2 | 1 | N/A |

EMPLOYEE’S COMMENTS:

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EVALUATOR’S COMMENTS:

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Signature of Employee Signature of Evaluator