

## STAFF PERFORMANCE EVALUATION QUESTIONNAIRE



JOB PERFORMANCE OF: \_\_\_\_\_

EVALUATION PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE: \_\_\_\_\_

Dear Colleague:

The assessment procedure for Support Staff includes evaluations by co-workers and other UFV employees whom the staff person regularly works with. We would very much value your input for this assessment. The purpose of this evaluation is to provide constructive feedback that will assist the employee in his or her personal and professional development.

Please complete the attached form by selecting the rating that best describes the employee's performance on each item, as you have observed it. The evaluation scale has five (5) possible ratings:

- **EXCELLENT:** performance is consistently above acceptable performance levels
- **GOOD:** performance is occasionally above acceptable performance levels and otherwise meets acceptable performance levels
- **SATISFACTORY:** performance consistently meets acceptable performance levels
- **SOMETIMES UNSATISFACTORY:** performance is occasionally below acceptable performance levels but otherwise meets acceptable performance levels
- **UNSATISFACTORY:** performance is consistently below acceptable performance levels

There is a "comments" box below each item for you to provide additional detail on your reasons for choosing the rating. If you select "Sometimes Unsatisfactory" or "Unsatisfactory" as your rating, you will be required to add information in the comments box before you will be able to fill out the rest of the form. However, we encourage you to add comments for all your ratings if possible.

Please select "Unable to Rate" if you do not feel that you have enough information to rate the staff person's performance on the item. Please select "Not Applicable" if you feel that the item is not relevant to the job this person performs.

For your information, the identity of those submitting completed evaluation forms is not available to the person being evaluated, their supervisor, and the Faculty and Staff Association. If it is necessary to clarify or follow up on any information on a completed form, Employee Services will contact the source of the information.

Thank you for contributing to the evaluation process. If you have questions about this form or about the evaluation process, please contact Employee Services.

JOB PERFORMANCE OF: \_\_\_\_\_

EVALUATION PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

**A. JOB DUTIES:**

EVALUATION CRITERIA	EXCELLENT	GOOD	SATISFACTORY	SOMETIMES UNSATISFACTORY	UNSATISFACTORY	UNABLE TO RATE	NOT APPLICABLE
1. [[Evaluation criteria selected from the employee's job description]]							
Comments							
2. [[Evaluation criteria selected from the employee's job description]]							
Comments							
3. [[Evaluation criteria selected from the employee's job description]]							
Comments							
4. [[Evaluation criteria selected from the employee's job description]]							
Comments							
5. [[Evaluation criteria selected from the employee's job description]]							
Comments							
6. [[Evaluation criteria selected from the employee's job description]]							
Comments							
7. [[Evaluation criteria selected from the employee's job description]]							
Comments							
8. [[Evaluation criteria selected from the employee's job description]]							
Comments							
9. [[Evaluation criteria selected from the employee's job description]]							
Comments							
10. [[Evaluation criteria selected from the employee's job description]]							
Comments							

JOB PERFORMANCE OF: \_\_\_\_\_

EVALUATION PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

**B. JOB PERFORMANCE**

EVALUATION CRITERIA	EXCELLENT	GOOD	SATISFACTORY	SOMETIMES UNSATISFACTORY	UNSATISFACTORY	UNABLE TO RATE	NOT APPLICABLE
<b>1. Arrives for work on time.</b>							
Comments							
<b>2. Arrives for meetings on time.</b>							
Comments							
<b>3. Meets work deadlines.</b>							
Comments							
<b>4. Identifies problems.</b>							
Comments							
<b>5. Proposes solutions to problems.</b>							
Comments							
<b>6. Takes appropriate action on problems as necessary.</b>							
Comments							
<b>7. Sets appropriate priorities for tasks.</b>							
Comments							
<b>8. Uses time effectively.</b>							
Comments							
<b>9. Consults with supervisors and co-workers as necessary.</b>							
Comments							
<b>10. Works without supervision as necessary.</b>							
Comments							

<b>11. Demonstrates effective leadership skills as appropriate.</b>							
Comments							
<b>12. Demonstrates initiative as appropriate.</b>							
Comments							
<b>13. Effectively collaborates with other department members as necessary.</b>							
Comments							
<b>14. Deals effectively and professionally with employees in other areas.</b>							
Comments							
<b>15. Responds appropriately to feedback on job performance.</b>							
Comments							
<b>16. Demonstrates appropriate knowledge of UFV practices and policies relevant to position.</b>							
Comments							
<b>17. Demonstrates appropriate interactions with students.</b>							
Comments							
<b>18. Demonstrates appropriate interactions with the public.</b>							
Comments							
<b>19. Deals appropriately with confidential information.</b>							
Comments							
<b>20. Deals appropriately with sensitive situations.</b>							
Comments							
<b>21. Manages information and data effectively.</b>							
Comments							

THANK YOU FOR YOUR PARTICIPATION

**C. ADDITIONAL EVALUATION CRITERION FOR EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES:**

These additional questions will be included in on-line questionnaires for those employees being evaluated who have supervisory responsibilities within the scope of their duties.

EVALUATION CRITERIA	EXCELLENT	GOOD	SATISFACTORY	SOMETIMES UNSATISFACTORY	UNSATISFACTORY	UNABLE TO RATE	NOT APPLICABLE
<b>22. Gives clear guidance in support of unit objectives.</b>							
Comments							
<b>23. Gives clear guidance in support of daily tasks.</b>							
Comments							
<b>24. Gives recognition for good performance.</b>							
Comments							
<b>25. Offers appropriate assistance to new employees supervised.</b>							
Comments							
<b>26. Is fair to <u>all</u> employees supervised.</b>							
Comments							
<b>27. Is accessible to all employees supervised.</b>							
Comments							
<b>28. Works to establish and maintain a positive relationship with all employees supervised.</b>							
Comments							

THANK YOU FOR YOUR PARTICIPATION