

# Employee Performance Evaluation Form - Administrative Staff

Employee Name:

Job Title:

Department:

Unit:

Reviewing Supervisor:

Review Period:

Period Supervised by Performance Reviewer:

Period Employee in This Job:

## PART ONE: REVIEW OF PERFORMANCE ELEMENTS

EXCEEDS JOB EXPECTATIONS -- Consistently exemplary performance, including in demanding situations or circumstances.

↓ MEETS JOB EXPECTATIONS -- Competent performance in most situations and circumstances.

↓ PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.

↓ DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED)

**COMMUNICATION** -- Clearly expresses ideas. Readily shares appropriate work-related information.

**WRITTEN** -- Uses clear and appropriate language in writing.

**ORAL** -- Verbally conveys information in a clear and accurate manner in a variety of situations. Where applicable, produces and delivers formal presentations.

**JOB KNOWLEDGE** -- Demonstrates expertise in the functional aspects of the job.

**PRODUCTIVITY** -- Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

**ACCURACY** -- Consistently produces accurate work.

**VOLUME** -- Consistently produces the designed volume of work based on department/unit priorities.

**TIMELINESS** -- Consistently produces work in a timely fashion

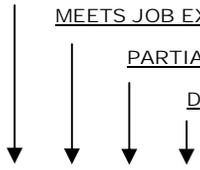
**SELF-MANAGEMENT** -- Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency.

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- CUSTOMER FOCUS** -- Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.

- TECHNOLOGY SKILLS** -- Proficient use of work-related equipment, tools, and technology.

- PROBLEM SOLVING** -- Reviews facts and data, using sound judgement, to arrive at the most effective solution.

- INTERPERSONAL RELATIONS** -- Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity, and respect.

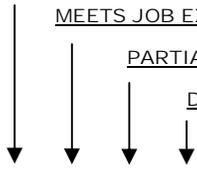
- TEAMWORK** -- Works collaboratively with fellow employees and others to achieve identified goals and objectives.

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FLEXIBILITY -- Adjusts performance to accommodate changes in departmental direction and processes.

CREATIVITY/INNOVATION -- Explores and suggests new approaches and methods to effect departmental goals and responsibilities.

DEPENDABILITY -- Consistently adheres to set work schedule.

**SUPERVISORY AND MANAGEMENT ELEMENTS – Complete only if applicable**

LEADERSHIP -- Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service.

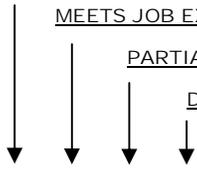
DEVELOPMENT OF STAFF -- Develops necessary skills in employees and maximizes existing skills in all employees.

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- PERFORMANCE MANAGEMENT** -- Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with UM collective bargaining and/or personnel policies and procedures.

- RESOURCE MANAGEMENT** -- Manages assets including technology, equipment, budget, and space, where applicable.

- ORGANIZATIONAL CONTRIBUTION** -- Ensures that supervised employees understand and make an identifiable contribution to the organization's mission and objectives.

## PART TWO: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE

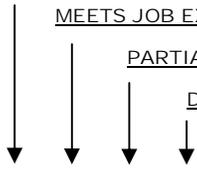
Supervisor describes employee's major assignments and accomplishments, key strengths, performance shortfalls, and other performance elements that characterize the employee's performance during the review period. This description should help determine the overall performance rating.

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### PART THREE: OVERALL PERFORMANCE RATING

EXCEEDS JOB  
EXPECTATION

MEETS JOB  
EXPECTATIONS

PARTIALLY MEETS JOB  
EXPECTATIONS

DOES NOT MEET JOB  
EXPECTATIONS

### PART FOUR: GOALS AND FUTURE DIRECTION

Supervisor discusses employee's performance improvement needs and action plan, training recommendations, and future goals and expectations for employee's job performance.

### REQUIRED SIGNATURES

REVIEWING  
SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

MANAGEMENT  
REVIEWER \_\_\_\_\_

DATE \_\_\_\_\_

**I have reviewed this evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation.**

EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

### EMPLOYEE COMMENTS