

## CLASSIFIED STAFF PERFORMANCE REVIEW

In Compliance with Minnesota Statutes, Chapter 13.04, Subd. 2, we are informing you that the information collected through the use of this form will be used to document your performance on an annual basis. The information may be used in decisions concerning advancement, reassignment, future training needs, performance-related salary adjustments, and as evidence in contested disciplinary actions. It is legally required. This information is available to your supervisor, personnel director, and other employees in your agency whose job assignment requires access.

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

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Review Period: \_\_\_\_\_ To \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

<b>Indicate responsibility based on employee's position description.</b>			Far exceeds performance expectations	Exceeds performance expectations	Meets performance expectations	Meets some performance expectations	Fails to meet most performance expectations
	Responsibility #1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsibility #8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A</b>	<b>JOB KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Demonstrates a clear understanding of the role and scope of his/her assignments and responsibilities</li> <li>Has knowledge of current developments in field</li> <li>Is skilled in those specialties demanded by his/her assignment</li> <li>Fully understands university procedures and regulations</li> </ul>	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations				
	Comments:						
<b>B</b>	<b>QUALITY OF WORK</b>	<ul style="list-style-type: none"> <li>Work is consistently thorough and accurate</li> <li>Work displays high level of technical skill</li> <li>Work is prioritized effectively</li> </ul>	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations				
	Comments:						
<b>C</b>	<b>QUANTITY OF WORK</b>	<ul style="list-style-type: none"> <li>Completes work in a timely and efficient manner</li> <li>Meets expectations of quantity</li> <li>Manages work efficiently</li> </ul>	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations				
	Comments:						
<b>D</b>	<b>INITIATIVE</b>	<ul style="list-style-type: none"> <li>Seeks new and better ways of accomplishing tasks</li> <li>Makes appropriate decisions and takes action without constant supervision</li> <li>Willingly offers assistance to others during slow periods</li> <li>Willingly learns new tasks</li> </ul>	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations				
	Comments:						

E	<b>ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Maintains good working relationships with others</li> <li>• Provides exceptional customer service</li> </ul>	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations
	Comments:		
F	<b>ATTENDANCE</b>	Number of absences (specify period) _____  Punctuality:      Satisfactory      Needs Improvement	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations
	Comments:		
G	<b>OVERALL EVALUATION</b>	The overall evaluation should reflect the assessment of the employee's total performance, based upon the foregoing criteria. In making the assessment, consider the criteria according to the employee's duties and responsibilities, taking care not to overemphasize one particular criterion.	Far exceeds performance expectations Exceeds performance expectations Meets performance expectations Meets some performance expectations Fails to meet most performance expectations
	Comments:		
H	SUPERVISOR'S SUMMARY COMMENTS:		
I	EMPLOYEE'S COMMENTS:		
J	<b>POSITION DESCRIPTION REVIEW</b> is to be completed each year. Description should be revised only if the position changes. (It does not need be rewritten each year.) The position description shall be reviewed and revised every three years. A copy of the employee's revised or rewritten position description should be submitted to the agency's personnel office with a copy of the review.		
	<b>The current position description is:</b> An accurate reflection of the current responsibilities and performance standards. Revised to reflect changes in the position. Rewritten because it is three years old.		

Rater's Signature (I have completed the above evaluation.)

Date

Employee's Signature (I have read the above evaluation.)

Date

Rater's Supervisor's Signature (I have reviewed and concur with the above evaluation.)

Date

# HOURLY STAFF PERFORMANCE EVALUATION

## Guide to Conducting a Successful Performance Evaluation

### **Before**

- Schedule the evaluation with the employee at least two weeks in advance of the session.
- Ensure that performance will be evaluated on the basis of direct measures of output and results.
- Ensure that employee behavior and personal traits will be considered only to the extent that they are job related and affect job results.
- Check the appropriate box for each section.

### **During**

- Meet with the employee on schedule and ensure a private setting without interruption.
- Review the purpose of the evaluation.
- Proceed with the interview, giving the employee the opportunity to respond to the evaluation.
- Discuss comments, including strengths, areas of improvement, and goals.
- Conclude the evaluation with an overall summary of the evaluation.
- Plan and schedule any of the follow-up activities concerning the evaluation.
- Offer the employee the opportunity to make written comments regarding the evaluation.
- Secure the employee's signature.

### **After**

- Secure your supervisor's signature.
- Forward evaluation to Human Resources.