



MSUAASF Evaluation

Name of employee: _____ Evaluation period: _____

Title: _____ Department: _____

Date: _____ Immediate Supervisor: _____

Position description current/accurate: Yes No If no, update to be completed by: _____

Procedure: The supervisor shall meet with each MSUAASF employee to determine the current year performance of the employee in reference to general performance.

Performance Ratings and Codes

Please use the following performance ratings in completing your evaluation.

Highly Successful (HS)

Employee exceeds job requirements/performance standards and objectives. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions. Contributions extend beyond their position adding value to the overall University.

Successful (S)

Indicates employee is achieving satisfactory performance. Achieves job requirements/performance standards and objectives. Some improvement may be required. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions.

Needs Improvement (NI)

Performance is below expectations; however, some job requirements may be achieved. May not consistently demonstrate basic comprehension, required skills or initiative for the position. Corrective action or improvement is required. Requires frequent direction and supervision.

PART I

Job Responsibilities

Responsibility #1

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

PART I CONTINUED

Responsibility #2

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

Responsibility #3

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

Responsibility #4

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

Responsibility #5

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

PART I CONTINUED

Responsibility #6

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

Responsibility #7

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

Responsibility #8

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

Responsibility #9

Responsibility Description:

Rating: HS S NI

Supervisor comments:

Employee comments:

PART II
Employee Skill & Effectiveness

PLANNING AND EFFECTIVENESS	Rating: HS S NI
Examples include: Plans appropriately; completes tasks thoroughly and in a timely manner, ability to manage multiple responsibilities; delegates when appropriate; flexible; dependable.	
Supervisor comments:	
Employee comments:	

COMMUNICATION AND INTERPERSONAL RELATIONS	Rating: HS S NI
Examples include: Models cultural competence and sensitivity to diversity; ability to communicate effectively; positive working relationships with students, faculty, staff and community.	
Supervisor comments:	
Employee comments:	

DECISION MAKING AND PROBLEM SOLVING	Rating: HS S NI
Examples include: Identifies and evaluates problems objectively; formulates sound decisions and recommendations; encourages staff participation in decision making; demonstrates resourcefulness in problem solving; deals effectively with changing situations; works effectively under pressure.	
Supervisor comments:	
Employee comments:	

LEADERSHIP QUALITIES:	Rating: HS S NI
Examples include: Models integrity and ethical behaviors; provides initiative and direction for unit; builds positive relationships internally and externally; models good judgment; provides effective supervision.	
Supervisor comments:	
Employee comments:	

OVERALL CONTRIBUTION TO THE DEPARTMENT AND UNIVERSITY	Rating: HS S NI
Examples include: Understands and contributes to achieving the strategic goals of the university; represents the university competently to external constituencies; contributes to positive morale; demonstrates interest and involvement in university activities; promotes positive public relations.	
Supervisor comments:	
Employee comments:	

PART III

Goals and Performance Improvement Plans (may be optional)

List and define goals directly related to primary job responsibilities that the employee should meet throughout the next appraisal period. There should be input by the employee and the supervisor in this process with the supervisor making any final decisions. Note: Responsibilities and/ or Competencies that were rated NI must identify specific goals and action steps for improvement.

GOALS
<p>Goal 1:</p> <p>Action Steps for Goal 1:</p> <p>Expectations and timeline:</p> <p>Review:</p>
<p>Goal 2:</p> <p>Action Steps for Goal 2:</p> <p>Expectations and timeline:</p> <p>Review:</p>
<p>Goal 3:</p> <p>Action Steps for Goal 3:</p> <p>Expectations and timeline:</p> <p>Review:</p>

EMPLOYEE OVERALL RATING AND SUMMARY STATEMENT: (Attach with employee response.)

Supervisor's Signature* _____	Date: _____
Employee's Signature* _____	Date: _____
Vice President's Signature** _____	Date: _____

* Signature indicates that the employee has met with the supervisor to review the evaluation.

** Signature indicates that the appropriate Vice President has reviewed this evaluation with the supervisor.