

Staff Performance Evaluation

Name _____ Job Title _____

Supervisor _____ Department _____

Review Period From: _____ To _____

Appraisal Purpose: Annual Review Probationary Review Special Review

In keeping with the objectives within the University’s strategic plan, **Saint Francis University** believes that an employee’s performance should be planned and evaluated on a regular basis to achieve the highest levels of individual and organizational performance. To increase employee effectiveness and engagement throughout the University, a performance appraisal is a useful management tool and a vital communication link between supervisor and employee. This is only a segment of the overall development process for each employee - a comprehensive program which includes reviewing job descriptions, establishing goals and appraising performance.

Please Evaluate The Employees Performance by Placing A “✓” In The Appropriate Box.	Exceeds Requirements	Meets Requirements	Needs Improvement (Comments required)	Unsatisfactory (Comments required)	Not Applicable
TASK PERFORMANCE					
1. Completes tasks in a timely manner.					
2. Works consistently.					
3. Organizes, plans, and implements duties effectively.					
4. Accuracy, neatness and dependability of work.					
5. Follows through on assignments with little or no supervision.					
6. Works in a safe manner following all safety policies.					
COMMENTS:					
JOB KNOWLEDGE					
1. Understanding of duties.					
2. Ability to handle equipment used.					
3. Handles multiple tasks effectively.					
4. Capable of completing complex assignments.					
5. Ability to share job knowledge with others.					
COMMENTS:					
COOPERATION, TACT & COURTESY					
1. In relation to other employees.					
2. In relation to the supervisor.					
3. In relation to the public.					
4. In working toward departmental objectives.					
5. Maintains confidentiality.					
COMMENTS:					
ATTITUDE: (Professionalism, Enthusiasm, Dedication, Interest)					
1. In relation to other employees.					
2. In relation to the supervisor.					
3. In relation to the public.					
4. In working toward departmental goals and objectives.					
COMMENTS:					

Please Evaluate The Employees Performance by Placing A “✓” In The Appropriate Box.

Exceeds Requirements
Meets Requirements
Needs Improvement (Comments required)
Unsatisfactory (Comments required)
Not Applicable

INITIATIVE

1. Resourcefulness.					
2. Adheres to established procedures.					
3. Effective use of time.					
4. Constructive / creative thinker.					

COMMENTS:

DEPENDABILITY

1. Arrives at work on time.					
2. Attendance.					
3. Trustworthy.					
4. Flexible.					

COMMENTS:

GENERAL

1. Overall support for the Mission and values of the University.					
2. Ability to follow through with department goals.					
3. Supports student recruitment and retention efforts.					
4. Completed all required ONLINE training (Annual, Mandatory, Safety, etc.)					

COMMENTS:

CURRENT REVIEW PERIOD GOALS/OBJECTIVES: INDICATE -- ACHIEVED; ONGOING; DID NOT MEET

- 1.
- 2.
- 3.

DEVELOPMENTAL GOALS/OBJECTIVES FOR NEXT REVIEW PERIOD:

- 1.
- 2.
- 3.

***REVIEW JOB DESCRIPTION:**

By signing, I have acknowledged review and updates, if necessary, of my current job description on file.

Employee _____ Date _____

Supervisor _____ Date _____

Signatures

Employee _____ Date _____

Employee comments:

Supervisor comments:

Supervisor/Manager _____ Date _____

Department Head _____ Date _____

Human Resources _____ Date _____