

**TROY UNIVERSITY**  
**PROFESSIONAL STAFF PERFORMANCE EVALUATION**  
*(Type All Information)*

**Purposes of this Performance Evaluation:**

- Provide employees with clear and realistic expectations for performance as part of their overall Performance Management; Performance Management is an ongoing process that consists of performance planning, regular communications and feedback, career development, coaching and mentoring, and annual reviews.
- Support employee development through discussion of assigned opportunities and training that will help employees function more effectively in their role and grow to their maximum individual potential.

EMPLOYEE NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

DATE PLACED IN CURRENT POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

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

SUPERVISOR'S NAME: \_\_\_\_\_

SUPERVISOR'S TITLE: \_\_\_\_\_

**TYPE OF EVALUATION:**

<input type="radio"/> Annual	<input type="radio"/> Transfer and Promotion	<input type="radio"/> New Employee	<input type="radio"/> Re-evaluation
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Annual Evaluation: Annual assessment of overall performance of tasks and responsibilities.  
Transfer and Promotion Evaluation: Assessment of performance at the end of the first three months after the initial transfer or promotion.  
New Employee Evaluation: Assessment of performance at the end of the first six months of initial appraisal period.  
Re-evaluation: Assessment of performance at the end of three months after an initial performance rating of below "Satisfactory" was received; or assessment of performance after a period of disciplinary probation.

**Rating Scale:**

*Rate each performance factor using the following scale.*

Excellent: Performance that **far exceeds** communicated performance requirements and is **consistently** performed in an excellent manner.

Above Average: Performance is **above** expectations and **often exceeds** communicated performance requirements.

Satisfactory: Performance **meets** expectations and **occasionally exceeds** performance requirements.

Below Satisfactory: Performance is **below** what is expected. Employee **needs improvement** in one or more areas related to outlined tasks and responsibilities. Problem areas need to be monitored and documented. Improvement is necessary for employee to meet expectations.

Unsatisfactory: Performance is **consistently below** required expectations and is unacceptable. Performance improvement plan is mandatory. Deficiencies must be addressed immediately.

## PERFORMANCE FACTORS / JOB RESPONSIBILITIES

1. **JOB KNOWLEDGE** - skill and proficiency in utilizing information, materials, equipment, techniques and procedures to effectively and efficiently perform duties, responsibilities and tasks of the current position.

Unsatisfactory     Below Satisfactory     Satisfactory     Above Average     Excellent

**Comments/Expectations:**

2. **COMMUNICATION SKILLS** - ability to communicate effectively with internal and external personnel in a helpful, professional and informative manner; utilizing clear, concise, professional business language in written communication.

Unsatisfactory     Below Satisfactory     Satisfactory     Above Average     Excellent

**Comments/Expectations:**

3. **TEAM WORK/INTERPERSONAL SKILLS** - the extent to which one cooperates, supports, and works effectively and harmoniously in interaction with all levels of personnel (i.e. co-workers, subordinates, students, the public, etc.).

Unsatisfactory     Below Satisfactory     Satisfactory     Above Average     Excellent

**Comments/Expectations:**

4. **QUALITY** - the valuation of the accuracy, completeness and follow-through of work; compliance with applicable policies and procedures.

Unsatisfactory     Below Satisfactory     Satisfactory     Above Average     Excellent

**Comments/Expectations:**

5. **INITIATIVE/INNOVATION** - volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed; displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; and presents ideas and information in a manner that gets others' attention.

Unsatisfactory     Below Satisfactory     Satisfactory     Above Average     Excellent

**Comments/Expectations:**

6. **ANALYTICAL THINKING/PROBLEM SOLVING** - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures; identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; and uses reason even when dealing with emotional topics.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

7. **JUDGMENT** - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

8. **PLANNING/ORGANIZING** - prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes and schedules other people and their tasks; and develops realistic action plans.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

9. **DEMEANOR/FLEXIBILITY** - reacts to all situations with a positive and professional manner; adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and is able to deal with frequent change, delays or unexpected events.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

10. **ETHICS** - treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

## SUPERVISORY PERFORMANCE FACTORS

*This section should only be completed if the employee being evaluated has supervisory responsibilities.*

1. **LEADERSHIP** - effectiveness in supervising subordinates and providing clear task instruction; setting realistic standards and expectations; encouraging efficient, productive performance; serving as a good managerial role model.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

2. **STAFF DEVELOPMENT** - effectiveness in developing employee potential through training, guidance, coaching and mentoring; encouraging autonomy, empowerment and creativity.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

3. **DELEGATION** - efficient utilization of available people resources; entrusting tasks to subordinates who exhibit sufficient capabilities; effectively supervising work output.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

4. **PERSONNEL MANAGEMENT** - timely processing of documentation and procedures necessary in management of subordinates to include personnel actions, counseling, disciplinary action, training and development activities.

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**Comments/Expectations:**

## Overall Performance Rating:

The overall performance rating should be based on evaluations of individual performance factors and supervisory performance factors if applicable. The overall rating should not be a simple average of the performance factors but should be developed considering the importance of each factor in relation to the position being evaluated.

### Overall Employee Performance Rating

<input type="radio"/> Unsatisfactory	<input type="radio"/> Below Satisfactory	<input type="radio"/> Satisfactory	<input type="radio"/> Above Average	<input type="radio"/> Excellent
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**NOTE:** If the employee's overall performance rating is below Satisfactory, the supervisor should consult with Human Resources.

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### Major strengths:

These can be used more effectively by doing the following:

### Major areas needing improvement:

These can be strengthened by doing the following:

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Date

*Signing the performance evaluation does not signify agreement. Every employee has a right of rebuttal if they do not agree with any portion of the assessment.*

**This evaluation has been discussed with me.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

EMPLOYEE'S COMMENTS: