

Leadership/Supervision - Demonstrates ability to motivate and manage others; holds employees accountable; provides leadership to subordinates.

Comments/Examples:

CHECK ONE:

- Not Applicable
- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Problem Solving/Innovation - Requires little work direction and employs innovative problem solving to accomplish objectives; thinks and acts without being instructed in great detail to reach logical, responsible, timely decisions; recognizes and responds quickly and effectively to problem situations; reports problems to supervisors in a timely manner, when appropriate.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Work Ethic - Seeks opportunities for creativity and new achievements in work area; projects a positive image; demonstrates willingness to go beyond expectations; displays acceptable attendance and availability.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Adaptability/Acceptance of Responsibility - Ability to accept change and adapt to a variety of assignments; ability to be flexible; demonstrates willingness to assume and implement the responsibilities of the position; ability to keep up with changing demands.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Unsatisfactory

Communications - Effectively communicates with others in writing and speaking; listens carefully, represents the University well in internal and external communications; informs supervisors of status of projects and key issues.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

Constituent Service - Responds quickly and in a friendly manner to requests from students, faculty, staff, administrators, and the external community; is courteous and helpful to others; assists constituents efficiently avoiding unnecessary referrals to other offices or agencies

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

Interpersonal Skills - Has effective working relationships with others; treats others with civility and respect; works collaboratively as part of an office team.

Comments/Examples:

CHECK ONE:

- Significantly Exceeds Expectations**
- Exceeds Expectations**
- Meets Expectations**
- Does Not Meet Expectations**
- Unsatisfactory**

PART III: ACCOMPLISHMENTS AND GOALS

Accomplishments: Please identify any extraordinary achievements, notable service, or exemplary contributions to the university community made within this evaluation period.

Goals for upcoming evaluation period:

PART IV: ADDITIONAL COMMENTS/SIGNATURES

Employee Comments (Optional):

Employee Signature
Does not imply agreement with the evaluation.

Date

Supervisor's/Department Head's Signature

Date

Division Head's Signature
(If applicable)

Date