

EMPLOYEE PERFORMANCE EVALUATION

Name: _____

Date: _____

Job Title: _____

LU Hire Date: _____

Employee ID: _____ Time in Position: _____ Dept. Name/Number: _____

Purpose of Evaluation: (select one) Initial Annual Periodic Special Other: _____

Evaluator: _____ Evaluators Position: _____

ATTRIBUTE TO BE EVALUATED		N/O	1	2	3	4	5	<u>Level</u>
5 = consistently performs above expectations; 4 = exceeds expectations; 3 = satisfactorily meets expectations; 2 = needs improvement; 1 = subject to corrective action; N/O = not observed								
1	Workload Management exhibited ability to meet job requirements on a timely basis and in an effective, appropriate manner; ability to work under stress							
2	Work Quality exhibited ability to produce thorough, effective, accurate and consistent work product							
3	Qualifications exhibited knowledge and demonstrated expertise to perform all phases of assigned work							
4	Teamwork/Workplace Compatibility exhibited ability to work in concert with others; respond to direction and change; to be tactful, courteous, and effective in dealing with others							
5	Judgment exhibited ability to make sound decisions, identify/develop/implement alternative solutions and recommendations and discern proper course of action; understand impact of decisions and actions							
6	Attendance, reliability and dependability extent to which the employee is punctual, prepared and available for work, assume responsibilities and ensure assigned tasks are satisfactorily completed							
7	Communication exhibited ability to effectively convey information and ideas to others; clarity and excellence of oral and written communications							
8	Initiative and creativity exhibited ability to be self-directed, resourceful and creative in meeting job objectives; to engage and effectively complete assignments; to initiate or modify ideas, methods or procedures to meet changing circumstances or needs of the organization; tenacity							
9	Leadership exhibited ability to inspire/motivate others; to work toward common goals or objectives; encourage interest, initiative and enthusiasm in others; develop and mentor other personnel							
10	Organization exhibited ability to organize diverse concepts, materials and/or functions in a logical, functional and uncomplicated manner							
11	Presentation dress, personal hygiene, speech, overall appearance							
12	Character/Values integrity, honesty, courage, conviction, commitment; mission driven							
13	Attitude demeanor, temperament, approach, response to personal/professional environment							
							Sum	
							Count (of observed fields)	
							Average	

Employee Performance Evaluation Comments

Employee: _____

COMMENTS

1. **Workload Management**

2. **Work Quality**

3. **Qualifications**

4. **Teamwork/Workplace Compatibility**

5. **Judgment**

6. **Attendance, reliability and dependability**

7. **Communication**

8. Initiative and Creativity

9. Leadership

10. Organization

11. Presentation

12. Character/Values

13. Attitude

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

PERFORMANCE AGREEMENT INSTRUCTIONS:

I. Goals & Objectives:

- Should establish expectations for the **next** reporting period to include specific details on:

1. **What** is to be accomplished
2. **Time** by which it is to be accomplished
3. **Resources and steps** needed to attain the desired results
4. **Who, why and where** should be addressed, as appropriate

II. Opportunities for Improvement:

- Must be clear and specific, setting forth as a minimum:

1. **What** performance objective is desired (and, if appropriate, **why** past performance did not meet expectations)
2. **How** the performance objective will be attained and the progress measured
3. **When** the performance objective is to be accomplished
4. **Consequences** of meeting , exceeding or falling short of performance objectives

** After meeting, discussing and reaching agreements on the details of the performance expectations for the designated reporting period, **both** the employee and supervisor **must** sign and date acknowledgement of the agreement. A copy of the agreement will be provided to the employee with the original kept in the employee's personnel file. Any modifications to the agreement must either be initialed by both parties or a new agreement form should be signed.

PERFORMANCE AGREEMENT

Employee: _____

Date: _____

Evaluator: _____

Reporting Period: _____ to _____

I. Goals & Objectives:

1.

2.

3.

II. Opportunities for Improvement:

1.

2.

3.

On this date, we met, discussed and agreed upon the preceding goals and/or performance expectations for the period designated.

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____