JOB PERFORMANCE EVALUATION FORM EXEMPT POSITIONS

Nam:	e:		
Evalı	ıation Period:		
Title:		I	Date:
PERI	FORMANCE PLANN	IING AND RESULTS	
Perfo	rmance Review		
• Us	se a current job description	n (job descriptions are availabl	e on the HR web page).
• Ra	ate the person's level of pe	erformance, using the definition	s below.
• Re	eview with employee each	n performance factor used to ev	aluate his/her work performance.
• Gi	ive an overall rating in the	e space provided, using the defi	nitions below as a guide.
Perfo	rmance Rating Definitio	ns	
overal	0	used to ensure commonality of apporting comments to justify ratings	language and consistency on of "Outstanding" "Below Expectations,
	Outstanding	Performance is consistently	superior
	Exceeds Expectations	Performance is routinely abo	ve job requirements
	Meets Expectations	Performance is regularly con	npetent and dependable
	Below Expectations	Performance fails to meet job	requirements on a frequent basis
	Unsatisfactory	Performance is consistently	unacceptable
<u>A.</u>	PERFORMANCE FACTO	RS (use job description as basis	of this evaluation).
organi	nistration - Measures efforting and efficiently handlessary activities	ectiveness in planning, ling activities and eliminating	Outstanding Exceeds Expectations Meets Expectations

Below Expectations

Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. Communication - Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to management, co-workers, subordinates and customers. Teamwork - Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions. Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. Human Resource Management - Measures effectiveness in selecting qualified people; evaluating subordinates' performance; strengths and development needs; providing constructive feedback, and taking appropriate and timely action with marginal or unsatisfactory performers. Also considers efforts to further the university goal of equal employment opportunity. Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits. Page 10 A Dustanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA Outstanding Exceeds Expectations Meets Expectations Meets Expectations Below Expectations Below Expectations Unsatisfactory NA Outstanding Exceeds Expectations Dusatisfactory NA Outstanding Exceeds Expectations Dusatisfactory NA Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA Outstanding Exceeds Expectations Dusatisfactory NA O		Unsatisfactory
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Dob Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required Meets Expectations Below Expectations Unsatisfactory NA Outstanding Exceeds Expectations Meets Expectations Meets Expectations	-	
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Meets Expectations		
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in own job and related functions; remaining current on new	Unsatisfactory NA
developments affecting SPSU and its work activities. Leadership - Measures effectiveness in accomplishing	Outstanding
work assignments through subordinates; establishing	Exceeds Expectations
challenging goals; delegating and coordinating effectively;	Meets Expectations
promoting innovation and team effort.	Below Expectations
promoting innovation and team error	Unsatisfactory
	NA -
Managing Change and Improvement - Measures	Outstanding
effectiveness in initiating changes, adapting to necessary	Exceeds Expectations
changes from old methods when they are no longer	Meets Expectations
practical, identifying new methods and generating	Below Expectations
improvement in facility's performance.	Unsatisfactory
improvement in facility's performance.	NA
Customer Responsiveness - Measures responsiveness and	Outstanding
courtesy in dealing with internal staff, external customers	Exceeds Expectations
and vendors; employee projects a courteous manner.	Meets Expectations
und vendors, employee projects a courteous manner.	Below Expectations
	Unsatisfactory
	NA -
Personal Appearance - Measures neatness and personal	Outstanding
hygiene appropriate to position.	Exceeds Expectations
78 Fr	Meets Expectations
	Below Expectations
	Unsatisfactory
	NA NA
Dependability - Measures how well employee complies	Outstanding
with instructions and performs under unusual	Exceeds Expectations
circumstances; consider record of attendance and	Meets Expectations
punctuality.	Below Expectations
F	Unsatisfactory
	NA NA
Safety - Measures individual's work habits and attitudes as	Outstanding
they apply to working safely. Consider their contribution to	Exceeds Expectations
accident prevention, safety awareness, ability to care for	Meets Expectations
SPSU property and keep workspace safe and tidy.	Below Expectations
r - r	Unsatisfactory
	NA
Employee's Responsiveness - Measures responsiveness in	Outstanding
completing job tasks in a timely manner.	Exceeds Expectations
rO J w convey	Meets Expectations
	Below Expectations
	Unsatisfactory
	NA -

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

<u>C.</u>	PERFORMANCE AREAS WHICH NEED IMPROVEMENT:
D.	PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

IOR DESCRIPTION REVIEW SECTION	ON: (Please check the appropriate box.)
	een reviewed during this evaluation and no ch
	en reviewed during this evaluation and modific scription. The modified job description is attac
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have been proposed to the job desthis evaluation. GNATURES: Employee (Signature does not necessarily denote given the opportunity to discuss the of	Scription. The modified job description is attached by the secretary of the body and be agreement with official review and means only that the employ

E. EMPLOYEE COMMENTS: