

NON-EXEMPT STAFF PERFORMANCE EVALUATION FORM

Employee's Name:	
Title:	
Department:	
Evaluation Period:	
Evaluator's Name:	
Evaluator's Title:	
Date of Evaluation:	

I. OVERALL EVALUATION RATING	CHECK ONE
Exceeds Expectations - Performance consistently surpasses what is expected for the position.	
Meets Expectations - Performance consistently falls within desired levels.	
Needs Improvement - Performance does not yet meet expectations. Minor corrective action is needed	
Unsatisfactory - Performance falls substantially short of expectations. Major corrective action is needed.	
Not Applicable - Staff member did not have opportunity to utilize this skill.	

II. PERFORMANCE OVERVIEW

Mark one rating and indicate status of progress since last evaluation for each factor.

A. Occupational Knowledge: Displays the knowledge and skills required of the position and as articulated by the employee's job description. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
B. Work Output: Completes assigned tasks within specified deadlines and in a manner consistent with expectations and instructions. (Consider quality and quantity of work where applicable) Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
C. Policy Adherence: Observes departmental and university policies regarding attendance, punctuality, use of various forms of leave, submission of time sheets, safety, and all other regulations as articulated by the staff policy handbook. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
D. Professional Integrity: Displays honesty and ethical behavior. Exercises good judgment. Acts as a role model to fellow staff. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable

E. Student Centeredness: Helpful and courteous to students on campus. Recognizes the importance of delivering high quality service to students. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable
F. Service Focus: Values the importance of delivering high quality service to internal and external customers. Delivers service in a way that reflects positively upon the department and the university. Supporting Details:	Rating (Check one)	Progress since last evaluation (Check one)
	<input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory <input type="radio"/> Not Applicable	<input type="radio"/> Improved <input type="radio"/> Unchanged <input type="radio"/> Regressed <input type="radio"/> Not Applicable

III. PERFORMANCE IN POSITION

Rate the employee's performance in the following categories. Below the rating, indicate the employee's progress since his or her last evaluation.

A. Overall Professionalism

1. Displays a positive attitude

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

2. Shows initiative and takes ownership of work

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

3. Adaptable and flexible in ambiguous situations or during times of change

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

4. Directly confronts problems and generates creative, effective solutions

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

B. Work Habits

1. Manages work time effectively

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

2. Performs work with a focus on continual improvement in efficiency and sustainability.

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

C. Collaborative Abilities

1. Works cooperatively with others when appropriate

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

2. Handles disagreements in a non-confrontational manner

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

3. Respects the differences of others and promotes a culture of inclusion

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

4. Accepts responsibility for own work

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
b. Improved Unchanged Regressed Not Applicable

D. Communication/Interpersonal Skills

1. Communicates effectively with supervisor and co-workers

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
- b. Improved Unchanged Regressed Not Applicable

2. Interacts in a professional manner with all persons involved with Drury University

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
- b. Improved Unchanged Regressed Not Applicable

3. Shows respect when offering or receiving criticism

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
- b. Improved Unchanged Regressed Not Applicable

4. Seeks feedback when appropriate

- a. Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations Not Applicable
- b. Improved Unchanged Regressed Not Applicable

IV. PROFESSIONAL/VOCATIONAL DEVELOPMENT

Describe career goals and/or other professional aspirations the employee has shared with you. Are there specific seminars, courses, etc. that could be of value in helping the employee achieve these objectives? (Attach additional sheets if necessary)

V. ADDITIONAL COMMENTS (Optional)

Please use this space to provide any additional comments you might have about the staff member's performance and/or the evaluation process. (Attach additional sheets if necessary)

VI. EMPLOYEE COMMENTS (Optional)

Please allow the employee to use this space to provide any comments or concerns he/she might have about this evaluation. (Attach additional sheets if necessary)

VII. SIGNATURES

Please sign where indicated. Note: An employee's signature does NOT indicate agreement with the evaluation, but confirms that the employee and supervisor have met and discussed the evaluation. **Before the evaluation is discussed with the employee, the supervisor must obtain the signature of his/her own immediate supervisor for the "One Over One" review.**

Employee ID#: _____

Employee: _____ Date: _____

Immediate Manager/Supervisor: _____ Date: _____

One Over One Review: _____ Date: _____