



# STAFF PERFORMANCE EVALUATION

**Note:** This evaluation tool has been revised. Please read each section carefully.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

College/Unit: \_\_\_\_\_

AAMU Hire Date: \_\_\_\_\_ Time in Current Position (years/months): \_\_\_\_\_

Type of Evaluation: \_\_\_ Annual \_\_\_ Probationary Rating Period: \_\_\_\_\_  
(From/To)

Supervisor: \_\_\_\_\_ Years/months with Supervisor: \_\_\_\_\_

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## GENERAL INFORMATION

To support a culture of personal and professional growth, the performance of each staff employee of the University, whether full-time or part-time, will be evaluated each year. Performance evaluations are part of the University's goals of enhancing academic excellence and building a culture that values leadership and employee development.

## PURPOSE

The purpose of Staff Employee Performance Evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, set specific objectives for employee, and provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee potential, and establishing priorities for training, education, and reward.

## ADMINISTRATIVE INSTRUCTIONS

Each employee will be evaluated by the supervisor to whom the employee reports. In cases of multiple supervisors, the evaluation may be made by the supervisor who oversees the majority of the work or the department head may require separate and independent evaluations by each supervisor.

As part of the performance evaluation, the supervisor and employee will review the Position Description or equivalent document that includes a list of essential functions and physical requirements of the position as well as notation of the employee's Fair Labor Standard Act (FLSA) status. If no position description exists for a position, then contact the Office of Human Resources to receive assistance in preparing one. If the existing position description requires modification, then the employee and supervisor will draft and discuss proposed updates as needed. The signed and dated original or proposed revised Position Description must be sent to the Office of Human Resources for approval and final modification.

### **THE PERFORMANCE EVALUATION MEETING**

The performance evaluation meeting will be held between the supervisor and employee as part of the evaluation procedure to ensure that the employee understands his or her duties, the performance standards and objectives established, and the areas requiring improvement. It is a time to share each person's evaluation of the employee's work over the past year and to discuss differences. It is also time to set goals for the next evaluation year or period. The employee and supervisor will each sign the evaluation form to indicate that a discussion of the document occurred. In addition, the employee will be given the opportunity to respond in writing to the oral and written evaluation.

A copy of the evaluation is given to the employee and the original shall be forwarded to the Office of Human Resources to be kept in the employee's official personnel file.

### **FOR MORE INFORMATION**

For additional information regarding the evaluation process, please contact the Office of Human Resources.

### **RATING SCALE**

Using the rating scale described below, read each category, and reflect on the employee's performance of job responsibilities. Select the rating that you believe best matches the employee's actual performance. If fractional rates are used, please use whole number with half decimals (3 or 3.5 or 4). Ratings other than 3 require comments. Those below 3 are to be addressed in the Goals and Objectives section. Use the comments section under each category to support each number rating.

<b>Number</b>	<b>Rating</b>	<b>Description</b>
5	Significantly exceeds expectations	Employee's performance far exceeds requirements. Exceptional results are consistently produced.
4	Exceeds expectations	Employee frequently exceeds expectations by performing at a level above the requirements.
3	Performance is on target. Achieves Objectives	Employee consistently performs the requirements in a successful, competent manner.
2	Needs Improvement	Employee is not consistently meeting performance requirements. Performance at this level is only temporarily acceptable. Immediate improvement is expected and necessary.
1	Unsatisfactory	Employee is not meeting performance requirements. Immediate corrective action and/or improvement is mandatory to maintain employment.

## PERFORMANCE CATEGORIES

**PERFORMANCE CATEGORY: Technical & Required Skills/Training**

This element relates to the employee's understanding of specific technical/professional subject matter concepts integral to the area of the business in which they operate.

**PERFORMANCE INDICATORS**

1. Demonstrates adequate technical knowledge of his/ her work, and meets requirements of the role.
2. Ability to produce timely, thorough, and quality work with the appropriate level of guidance.
3. Continually strives to improve his/ her knowledge of best practices.
4. Considers all relevant sources of information when making decisions.

**Supervisor's Comments:****Rating Number:****PERFORMANCE CATEGORY: Working Relationships**

This element relates to an employee's ability to collegially develop constructive, cooperative relationships with others, and be receptive to other points-of-view.

**PERFORMANCE INDICATORS**

1. Develops and maintains productive and respectful working relationships with co-workers, supervisors, and direct reports.
2. Builds trust and rapport with co-workers, supervisors, and student employees, if applicable.
3. Promotes a professional work environment.
4. Clearly articulates ideas and information orally, and in writing.
5. Demonstrates effective listening skills and follows up with appropriate questions.

**Supervisor's Comments:****Rating Number:**

**PERFORMANCE CATEGORY: Ownership and Accountability**

This element relates to an employee’s demonstrated ability to support the University’s goals, accept responsibility for their actions, earn trust and respect by acting with integrity, and behaving fairly, ethically, and responsibly. This factor also measures the employee’s ability to effectively manage all available resources.

**PERFORMANCE INDICATORS**

1. Takes accountability for tasks that are assigned, makes clarifying inquiries timely and delivers on time.
2. Accepts responsibility for his/her actions and decisions.
3. Demonstrates commitment to University, departmental, and team goals.
4. Acts responsibly and appropriately and demonstrates integrity.

**Supervisor’s Comments:**

**Rating Number:**

**PERFORMANCE CATEGORY: Growth**

This element relates to an employee resourcefully taking action to innovate, and improve the university’s brand, the customer experience.

**PERFORMANCE INDICATORS**

1. Takes action to improve the student, employee, and stakeholder experience with the university, as applicable.
2. Helps enhance the institutional brand both on and off campus.
3. Exercises critical thinking skills to find resolutions for issues.
4. Presents innovative ideas for implementation.

**Supervisor’s Comments:**

**Rating Number:**

**Total Performance Evaluation Rating Number \_\_\_\_\_**

## GOALS AND OBJECTIVES

List below the goals/objectives.

## **EMPLOYEE COMMENTS**

Please write any comments you would like included with your performance review. (Additional sheets may be attached)

## **SIGNATURES (This section must be completed)**

\_\_\_\_\_  
Evaluating Manager/Supervisor (print name/title)

\_\_\_\_\_  
Date

**This report represents my true and complete appraisal of this employee during this appraisal period.**

\_\_\_\_\_  
Evaluating Manager/Supervisor (Signature)

\_\_\_\_\_  
Date

**I have had the opportunity to review this document and discuss its contents with my supervisor. My signature acknowledges that I have been informed of my performance ratings but does not necessarily indicate agreement or disagreement and a copy was given to me.**

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

\_\_\_\_\_  
Date