



Employee Name \_\_\_\_\_

DU ID \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Email and Phone Number \_\_\_\_\_

Date of Review: \_\_\_\_\_

Review period: From \_\_\_\_\_ To \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Based on your discussion, will you be submitting a revised Job Description?  Yes  No

**Levels of Performance**

**Score Performance Definitions**

- 5 Consistently exceeds expectations
- 4 Always meets, occasionally exceeds expectations
- 3 Meets expectations
- 2 Sometimes meets expectations
- 1 Rarely meets expectations

\_\_\_\_\_ 1. *Job Knowledge and Comprehension* - Understands and is knowledgeable of the position duties and responsibilities. Demonstrates comprehension of techniques, skills, processes, equipment, procedures and materials necessary to perform the job.

\_\_\_\_\_ 2. *Technical Knowledge* - Understands and is proficient in application of methods, techniques, tasks, and materials necessary to accomplish the work.

\_\_\_\_\_ 3. *Work Quality* - Completes work assignments thoroughly and completely in an accurate, prompt, and organized manner. Identifies and corrects errors. Pays attention to detail.

\_\_\_\_\_ 4. *Productivity* - Produces required volume of work. Completes work efficiently and in an organized manner within an established time frame. Maintains attention to work and meets deadlines.

\_\_\_\_\_ 5. *Work Habits (Attitude)* - Demonstrates commitment, dedication, cooperation, positive behavior, adaptability and flexibility with changes in jobs and duties. Considers safety of self and others while working. Takes job responsibilities seriously. Complies with University and Departmental policies and procedures.

\_\_\_\_\_ 6. *Communication* - Communicates clearly, concisely, and effectively both in written and oral form. Advises supervisors, peers, and customers of necessary information and decisions in a timely, clear and concise manner. Listens to others and is open-minded about suggestions from others. Represents the University in an effective, professional manner.

\_\_\_\_\_ 7. *Customer Service Focus / Interpersonal Skills* - Takes a personal interest in both internal and external customers. Creates a pleasant atmosphere for interaction and takes appropriate action to meet their needs. Appropriately uses University property and software as required by University and Department policy. Demonstrates ability to get along with others and is respectful of co-workers. Responds to confrontational situations appropriately.

8. *Critical Thinking and Decision Making* - Considers the extent to which prior thought and analysis of facts and situations are done before initiating action and problem solving.

9. *Team Building/Teamwork* - Works collaboratively and cooperatively. Communicates as a team player in the achievement of common goals. Promotes teamwork and diversity and actively seeks group participation to improve work and set priorities.

10. *Initiative and Autonomy* - Demonstrates capacity and desire to seek out greater challenges. Performs with minimal supervision, acts promptly, and seeks solutions to resolve unexpected problems that arise on the job. Makes practical and routine decisions.

11. *Dependability, Punctuality, and Attendance* - Is dependable and punctual and reports to work on time. Follows University and Departmental leave policies when scheduling time off. Avoids excessive absenteeism.

**Overall Performance Rating:**

- 4 - 5 Exceeds expectations (Meritorious)
- 3 - 3.99 Meets expectations
- 2 - 2.99 Needs improvement (Performance Improvement Plan required)
- 1 - 1.99 Does not meet expectations (Performance Improvement Plan required)

**Development Plan**

Highlight the employee's accomplishments. Indicate specific areas for improvement or attention which may increase effectiveness in current position or aid in future opportunities. Identify skills or training the individual should obtain to prepare for additional responsibilities and/or achievement of goals.

**Employee Comments**

Provide your overall reaction to this evaluation. In your opinion, does it accurately describe your performance? In which areas, if any, do you feel you need additional assistance in order to be more effective in your current position? Include comments and any suggestions you feel would be helpful to your supervisor.

The employee's signature represents an acknowledgement of the completed review process and does not necessarily represent agreement with the supervisor's ratings or evaluative comments.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Employment Processed: \_\_\_\_\_ Date: \_\_\_\_\_