Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: From\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_

Use this form for describing duties, setting goals, rating progress and assessing the employee’s progress. Supervisors should have employees rate themselves using this form and bring the completed form to their progress assessment meeting.

**1. EXPECTATIONS AND RATINGS-**Ratings should be documented and discussed thoroughly with employees.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **This semester’s duties are:**  (Please list duties below at the time of hire or when new duties are assigned. The rating portion to the right will be completed at the end of the semester, rating period, or when otherwise necessary.) | **Outstanding** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Unsatisfactory** |
|  |  |  |  |  |  |
| Comments: | | | | | |
|  |  |  |  |  |  |
| Comments: | | | | | |
|  |  |  |  |  |  |
| Comments: | | | | | |
|  |  |  |  |  |  |
| Comments: | | | | | |
|  |  |  |  |  |  |
| Comments: | | | | | |

**2. RATING ADDITIONAL PERFORMANCE FACTORS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance factors:** | **Outstanding** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Unsatisfactory** |
| **Productivity**-managing time, prioritizing tasks, quantity of work, etc. |  |  |  |  |  |
| Comments: | | | | | |
| **Quality**-accuracy, thoroughness, organization, knowledge of work, etc. |  |  |  |  |  |
| Comments: | | | | | |
| **Commitment**-initiative, dependability, reliability, punctuality, attendance, etc. |  |  |  |  |  |
| Comments: | | | | | |
| **Professionalism**-attitude toward work, representation of self & department, teamwork skills, etc. |  |  |  |  |  |
| Comments: | | | | | |
| **Communication**-verbal and written communication skills, customer service skills, etc. |  |  |  |  |  |
| Comments: | | | | | |

**3. GOAL SETTING**

|  |  |
| --- | --- |
| **Goals:** (can include progress improvement, learning new duties, increasing responsibility, etc.) | **Target Date:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**4. ADDITIONAL EMPLOYEE CONTRIBUTIONS:**

|  |  |
| --- | --- |
| Training/workshops employee attended this period: |  |
| Special skills and abilities exhibited by employee: |  |

**5. Supervisor’s Overall Assessment:**

**Outstanding\_\_\_\_\_\_\_\_ Exceeds Expectations\_\_\_\_\_\_\_\_ Meets Expectations\_\_\_\_\_\_\_\_ Needs Improvement\_\_\_\_\_\_\_\_ Unsatisfactory\_\_\_\_\_\_\_\_**

**Recommendation: (wage, action, additional review target dates, etc.)**

**6. Employee’s Comments:**

**Supervisor’s Employee’s**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature indicates that the employee has reviewed and discussed the evaluation with the supervisor.

**University of Idaho**

**Criteria for Staff Evaluation**

**These rating descriptions apply to individual categories or competencies.**

**UNSATISFACTORY (0):** The employee is not meeting expectations in this category at this time and significant improvement is needed. Narrative comments should be used to explain the rating and a plan should be implemented for future improvement.

**NEEDS IMPROVEMENT (1):** Performance comes close to meeting requirements of this category, but the need for further development is recognizable. Narrative comments should be included to adequately explain the rating and a plan should be implemented for future improvement.

**MEETS REQUIREMENTS (2):** The employee meets expectations in this category and performs effectively.

**EXCEEDS REQUIREMENTS (3):** The employee has demonstrated ability to capably perform the more difficult or unusual aspects of the requirement within this category with minimal guidance.

**OUTSTANDING (4):** The employee has demonstrated leadership qualities and performance equal to the greatest demands and expectations of this category and often takes on duties broader than the position requires. An explanation in the comments column is required.

**These rating descriptions apply to the overall evaluation.**

**UNSATISFACTORY (0):** The employee is not meeting the majority of all expectations at this time and improvement is needed. An explanation in the comments column is required and goals should be developed to address identified issues. A performance development plan should be developed.

**NEEDS IMPROVEMENT (1):** Performance comes close to meeting requirements of this category, but the need for further development is recognizable. A performance development plan is strongly encouraged.

**MEETS REQUIREMENTS (2):** The employee meets all expectations and performs effectively.

**EXCEEDS REQUIREMENTS (3):** The employee has demonstrated ability to capably perform the more difficult or unusual aspects of the majority of the position with minimal guidance.

**OUTSTANDING (4):** The employee has demonstrated leadership qualities and performance equal to the greatest demands of the position held and often takes on duties broader than the position requires. An explanation in the comments column is required.