



EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE'S NAME	CLASSIFICATION TITLE	EVALUATION PERIOD FROM TO	EVALUATION DATE
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PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)	RATING
1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.		} OUTSTANDING* } EXCEEDS EXPECTATIONS } MEETS EXPECTATIONS } NEEDS IMPROVEMENT } UNSATISFACTORY*
2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS.		} OUTSTANDING* } EXCEEDS EXPECTATIONS } MEETS EXPECTATIONS } NEEDS IMPROVEMENT } UNSATISFACTORY*
3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS.		} OUTSTANDING* } EXCEEDS EXPECTATIONS } MEETS EXPECTATIONS } NEEDS IMPROVEMENT } UNSATISFACTORY*
4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED.		} OUTSTANDING* } EXCEEDS EXPECTATIONS } MEETS EXPECTATIONS } NEEDS IMPROVEMENT } UNSATISFACTORY*
5. SUPERVISORY SKILLS TRAINING AND DIRECTING SUBORDINATES, DELEGATION, EVALUATING SUBORDINATES, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE.		} OUTSTANDING* } EXCEEDS EXPECTATIONS } MEETS EXPECTATIONS } NEEDS IMPROVEMENT } UNSATISFACTORY*
6. OPTIONAL FACTOR(S)		} OUTSTANDING* } EXCEEDS EXPECTATIONS } MEETS EXPECTATIONS } NEEDS IMPROVEMENT } UNSATISFACTORY*

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

- OUTSTANDING* – The employee has exceeded all of the performance expectations for this factor & has made many significant contributions to the efficiency & economy of the School of Art through such performance.
- EXCEEDS EXPECTATIONS – The employee regularly works beyond a majority of the performance expectations of this factor & has made many significant contributions to the efficiency & economy of the School through such performance.
- MEETS EXPECTATIONS – The employee has met the performance expectations for this factor & has contributed to the efficiency of the School of Art.
- NEEDS IMPROVEMENT – The employee has failed to meet one or more of the significant performance expectations for this factor.
- UNSATISFACTORY* – The employee has failed to meet the performance expectations for this factor.

*Give specific examples of this employee's performance.

7. SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)			
8. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD			
9. TRAINING AND DEVELOPMENT SUGGESTIONS			
10. ATTENDANCE (Supervisor's Comments)			
RATER'S NAME (Print or Type)	RATER'S TITLE	RATER'S SIGNATURE	DATE RATED
EMPLOYEE'S COMMENTS			
This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.		EMPLOYEE'S SIGNATURE	DATE SIGNED
REVIEWER'S COMMENTS:			
REVIEWER'S NAME (Print or Type)	REVIEWER'S TITLE	REVIEWER'S SIGNATURE*	DATE REVIEWED

*A copy of the signed evaluation will be provided to the employee upon request.