## Employee Performance Evaluation Form - Administrative Staff

**Employee Name:**

**Job Title:**

**Department:**

**Unit:**

**Reviewing Supervisor:**

**Review Period:**

**Period Supervised by Performance Reviewer:**

**Period Employee in This Job:**

### PART ONE: REVIEW OF PERFORMANCE ELEMENTS

- **EXCEEDS JOB EXPECTATIONS** -- Consistently exemplary performance, including in demanding situations or circumstances.

- **MEETS JOB EXPECTATIONS** -- Competent performance in most situations and circumstances.

- **PARTIALLY MEETS JOB EXPECTATIONS** -- Shows capability, but in a variable manner. Improvement needed in key areas.

- **DOES NOT MEET JOB EXPECTATIONS** -- Major or ongoing problems that negatively impact organizational objectives.

(Comments, though optional, are encouraged)

#### COMMUNICATION

- **WRITTEN** -- Uses clear and appropriate language in writing.

- **ORAL** -- Verbally conveys information in a clear and accurate manner in a variety of situations. Where applicable, produces and delivers formal presentations.

#### JOB KNOWLEDGE

- **JOB KNOWLEDGE** -- Demonstrates expertise in the functional aspects of the job.

#### PRODUCTIVITY

- **ACCURACY** -- Consistently produces accurate work.

- **VOLUME** -- Consistently produces the designed volume of work based on department/unit priorities.

- **TIMELINESS** -- Consistently produces work in a timely fashion

- **SELF-MANAGEMENT** -- Sets own priorities, regularly completing work on schedule. Utilizes resources available to maximize efficiency.
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(COMMENTS, THOUGH OPTIONAL, ARE ENCOURAGED)

CUSTOMER FOCUS -- Establishes and maintains good working relationships with both external and internal customers by understanding and responding promptly and courteously to customer needs and expectations.

TECHNOLOGY SKILLS -- Proficient use of work-related equipment, tools, and technology.

PROBLEM SOLVING -- Reviews facts and data, using sound judgement, to arrive at the most effective solution.

INTERPERSONAL RELATIONS -- Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity, and respect.

TEAMWORK -- Works collaboratively with fellow employees and others to achieve identified goals and objectives.
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☐ ☐ ☐ ☐ **FLEXIBILITY** -- Adjusts performance to accommodate changes in departmental direction and processes.

☐ ☐ ☐ ☐ **CREATIVITY/INNOVATION** -- Explores and suggests new approaches and methods to effect departmental goals and responsibilities.

☐ ☐ ☐ ☐ **DEPENDABILITY** -- Consistently adheres to set work schedule.

**SUPERVISORY AND MANAGEMENT ELEMENTS** – Complete only if applicable

☐ ☐ ☐ ☐ **LEADERSHIP** -- Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service.

☐ ☐ ☐ ☐ **DEVELOPMENT OF STAFF** -- Develops necessary skills in employees and maximizes existing skills in all employees.
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☐ ☐ ☐ ☐ PERFORMANCE MANAGEMENT -- Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with UM collective bargaining and/or personnel policies and procedures.

☐ ☐ ☐ ☐ RESOURCE MANAGEMENT -- Manages assets including technology, equipment, budget, and space, where applicable.

☐ ☐ ☐ ☐ ORGANIZATIONAL CONTRIBUTION -- Ensures that supervised employees understand and make an identifiable contribution to the organization’s mission and objectives.

PART TWO: SUMMARY REVIEW OF EMPLOYEE PERFORMANCE

Supervisor describes employee’s major assignments and accomplishments, key strengths, performance shortfalls, and other performance elements that characterize the employee’s performance during the review period. This description should help determine the overall performance rating.
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PART THREE: OVERALL PERFORMANCE RATING

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<tr>
<th>EXCEEDS JOB EXPECTATION</th>
<th>MEETS JOB EXPECTATIONS</th>
<th>PARTIALLY MEETS JOB EXPECTATIONS</th>
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PART FOUR: GOALS AND FUTURE DIRECTION

Supervisor discusses employee’s performance improvement needs and action plan, training recommendations, and future goals and expectations for employee’s job performance.

REQUIRED SIGNATURES

REVIEWING
SUPERVISOR_________________________ DATE_______________________

MANAGEMENT
REVIEWER_________________________ DATE_______________________

I have reviewed this evaluation of my performance and received a copy. My signature indicates neither agreement nor disagreement with this evaluation.

EMPLOYEE_________________________ DATE_______________________

EMPLOYEE COMMENTS