

# PSA Staff Evaluation Form



Review Period	
Department	
Employee Last Name, First Name	
Employee Title	
Immediate Supervisor	

The evaluation **MUST** be given to the employee no later than Sep 1, 2014 and should be submitted to HR no later than Sep 19, 2014.

### Planning Performance at the Beginning of the Performance Period

At the start of employment and/or the year to be evaluated using the job description, and the Competencies Dictionary as a guideline, the supervisor is to determine and list the performance competencies that are most relevant to the individual's job. The supervisor is encouraged to consult and collaborate with the employee after initial employment. Performance requirements should be customized for departmental/functional and leadership competencies that are most relevant to success in the position.

#### Performance Ratings:

- 1. PERFORMANCE WHICH MEETS JOB REQUIREMENTS** - Performance which consistently meets and or frequently exceeds the position requirements. Demonstrates an inexhaustible learning curve and professional commitment to the position's responsibilities while meeting essential expectations in all regards.
- 2. PERFORMANCE WHICH DOES NOT MEET OVERALL JOB REQUIREMENTS** - Performance meets some job requirements, but is demonstrably flawed in significant ways. Needs improvement and/or performance falls consistently below job requirements and reasonable expectations.

*Prior to meeting with employee and/or obtaining employee's signature, signatures of Division Head and Area VP should be obtained. After employee signature is obtained, return completed form to Human Resources.*

Human Resources will share information as necessary, with appropriate representatives of the university and/or the employee. Formal, written, timely submitted rebuttals, will be shared as appropriate, prior to final certification and filing of the evaluation and prior to final merit award decisions.

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University Competencies	Rating
Team work / Collaboration	
Professionalism	
Innovative Thinking / Creativity	
Effective Communications	
Departmental / Functional Competencies	Rating

NCAA Compliance: Works in accordance with NCAA rules and regulations (if applicable)

Overall Rating

Comments: Must be provided if overall rating is "Does not meet requirements" (use additional sheet if required)

Goals (use additional sheet if required)

Employee Comments (use additional sheet if required)

I concur with the evaluation.

I do not concur with the evaluation.

Signatures	Date
Evaluating Supervisor/Dept Head	
Division Head	
Vice President	
<i>Evaluation provided to employee on</i>	
Employee	