



UNIVERSITY OF RICHMOND
FOUNDED 1830

EMPLOYEE PERFORMANCE EVALUATION

(Strictly Confidential)

«University_Id»
«Name»

EVALUATED BY: _____ TITLE: _____

REVIEWED BY: _____ TITLE: _____

CONFIDENTIAL EMPLOYEE EVALUATION

Name: «Name»
Department: «Home_Organization_Desc»
Job Title: «Job_Title»
Date of Hire: «Original_Hire_Date»

- 5 - Always exceed normal job requirements
- 4 - Above average in meeting job requirements
- 3 - Meets normal job requirements
- 2 - Some deficiencies evident, improvement needed
- 1 - Fails to meet job requirements

Date of Evaluation: _____

Briefly Describe Duties in Present Job

PART I - PERFORMANCE FACTORS - CIRCLE APPROPRIATE PERFORMANCE LEVEL

5 4 3 2 1

1. JOB KNOWLEDGE/SKILLS - To what extent does employee maintain a satisfactory level of job knowledge and/or skills, demonstrating an understanding of work assignments and exercising skills appropriate to meet the expectations of the position?

Comments:

5 4 3 2 1

2. QUALITY OF WORK - To what extent does employee's work meet necessary quality standards; example - accuracy, neatness, thoroughness, organization of work, compliance with safety standards?

Comments:

5 4 3 2 1

3. QUANTITY OF WORK - To what extent does the employee accomplish the quantity of work expected by meeting acceptable work load standards, budgeting time wisely and establishing appropriate work priorities?

Comments:

5 4 3 2 1

4. JOB ATTITUDE - To what extent does the employee display a positive, cooperative team attitude toward work assignments and requirements?

Comments:

5 4 3 2 1

5. DEPENDABILITY - To what extent does employee work independently and to what extent does employee make suggestions for improving procedures?

Comments:

5 4 3 2 1

6. ADAPTABILITY - To what extent does employee adapt to new situations and changes in routines, work load, and/or work assignments?

Comments:

5 4 3 2 1

7. INITIATIVE - To what extent does employee move ahead on own initiative, initiates action and finds workable solutions to problems, and demonstrates awareness of clerical or technical changes related to job?

Comments:

5 4 3 2 1

8. ATTENDANCE - To what extent does employee maintain satisfactory attendance performance in regard to tardiness, early departures and/or absences?

Comments:

5 4 3 2 1

9. RELATIONSHIPS TO OTHERS - To what extent does employee establish effective working relationships when dealing with supervisor, co-workers, and/or the public?

Comments:

5 4 3 2 1

10. JUDGMENT - To what extent does employee display ability to secure and evaluate facts in making decisions and taking action?

Comments:

TO DETERMINE THE OVERALL EVALUATION:

Add numbers circled for each performance factor and indicate the total in the box below. Indicate the overall evaluation score by circling the corresponding description that matches the total.

TOTAL

- 10 – 19 Inadequate – immediate improvement required
- 20 – 29 Below Standard - some deficiencies require attention
- 30 – 39 Good - performance meets University standards
- 40 – 45 Excellent - performance consistently exceeds University standards
- 46 – 50 Exceptional - performance always exceeds University standards

SUPERVISOR'S COMMENTS CONCERNING OVERALL EVALUATION:

PART II - DEVELOPMENTAL TRENDS

1. NOTABLE CHANGES - Indicate any notable changes in performance since last evaluation.

2. DEVELOPMENT AND TRAINING

(a) Indicate recommendations for further development and training for purposes of preparing employee for additional responsibilities for the improvement of current job performance.

(b) Identify any training or developmental activities the employee has completed since last evaluation.

3. JOB GOALS: LIST SPECIFIC JOB RELATED GOALS (both short and long term)

TO THE EMPLOYEE: You are required to sign on the line provided below to indicate **ONLY** that you have had opportunity to discuss this evaluation with your supervisor. Your signature does not indicate that you agree with the evaluation. Employees are encouraged to voice their comments in the space provided, If additional space is needed, employee comments may be forwarded on a separate document.

EMPLOYEE'S SIGNATURE _____ DATE: _____

EMPLOYEE COMMENTS _____
