

Employee Name		Department	
Working Title		Evaluation Period	
Type of Evaluation	Annual      Additional	Administrative Level	Admin I      Admin II
Evaluator's Name			Admin III      Admin IV
Evaluator's Title		Date	

Rating Key	
O = Outstanding	Consistently exceeds expectations and requirements
H = Highly Effective	Consistently meets and frequently exceeds job requirements
S = Satisfactory/Effective	Meets all job requirements; this is the expected level of performance for all employees
N = Needs Improvement	Inconsistent in meeting job requirements; meets some requirements and minimally meets others (time frames and criteria for improvement should be set)
U = Unsatisfactory	Does not meet job requirements; immediate and significant improvement required
N/A = Not applicable	Criteria does not apply for this position

**SECTION I - Performance Criteria:** For each performance criterion listed, evaluate the incumbent's performance or behavior. Please note that the criteria listed are not necessarily of equal importance. If some portion of the criteria does not apply, note "N/A."

1. **Communication:** Listens actively to others; explains ideas clearly; participates effectively in group discussions; accepts and offers criticism constructively; answers inquiries in timely and professional manner; produces clear and concise written communications in a timely manner.

Rating  
Comments

2. **Decision Making:** Makes timely decisions; defines problems clearly; follows logical patterns to arrive at decisions; bases decisions on evidence rather than speculation; looks for creative alternatives in solving problems

Rating  
Comments

3. **Delegation:** Effectively delegates tasks to appropriate personnel; empowers staff to make independent decisions at appropriate operational levels and holds managers accountable for successful completion

Rating  
Comments

<p>4. <b>Diversity/Affirmative Action:</b> Accepts responsibility for and makes conscientious efforts to comply with Equal Opportunity and Affirmative Action policies; encourages and maintains an environment of non-discrimination; is sensitive to individuals representing all aspects of diversity.</p>
<p>Rating</p> <p>Comments</p>
<p>5. <b>Leadership and Supervision:</b> Strives for excellence in job performance; creates an atmosphere of mutual respect, dignity, trust and integrity; respects the rights and opinions of others; demonstrates professional growth in current job assignments; gives clear directions, explains decisions, solicits co-worker input to maximize results.</p>
<p>Rating</p> <p>Comments</p>
<p>6. <b>Managing Financial and Fiscal Controls:</b> At a level appropriate to the position, demonstrates responsibility and efficient use of financial resources; uses available resources such as personnel, time, materials, equipment, and facilities in an effective manner.</p>
<p>Rating</p> <p>Comments</p>
<p>7. <b>Planning and Organizing:</b> Provides long-range goals compatible with Humboldt's mission; displays flexibility in formulating action plans; develops effective procedures to achieve goals; encourages participation of others in planning; respects views of others; adjusts plans in anticipation of future needs.</p>
<p>Rating</p> <p>Comments</p>

<p>8. <b>Effectiveness in Working with People:</b> Encourages others to strive for excellence; establishes realistic performance standards; consistently fair in applying standards to others; works well with others to achieve common goals; gives recognition to the accomplishments of others; is approachable; adjusts to change and manages stress; exhibits responsible and mature management/supervisory behavior.</p>
<p>Rating</p> <p>Comments</p>
<p>9. <b>Quality and Quantity:</b> Meets technical or professional standards of work in an efficient manner; uses methods which enhance quality; work is accurate and thorough; completes work on schedule. The work performance of this person results in quality and quantity of professional work appropriate to the position.</p>
<p>Rating</p> <p>Comments</p>
<p>10. <b>Safety Practices:</b> Maintains a healthy, safe work environment; adheres to all safety regulations and guidelines.</p>
<p>Rating</p> <p>Comments</p>
<p>11. <b>Personal (self):</b> Is committed to goals of department; demonstrates effort to ensure goals are achieved; seeks personal professional growth and development; is willing to assume responsibility for decisions and actions; is flexible and cooperative in working with superiors and co-workers; adjusts to changes and manages stress.</p>
<p>Rating</p> <p>Comments</p>
<p>12. <b>Collective Bargaining and Employee Relations:</b> The incumbent is familiar with the current Memoranda of Understanding, applies its provisions consistently and fairly, understands the responsibilities of both represented and non-represented employees, and resolves potential conflicts to avoid grievances and complaints.</p>
<p>Rating</p> <p>Comments</p>

**13. Workplace Security:** Incumbent understands and observes workplace security policies.

Rating  
Comments

**14. Employee Performance Planning and Evaluation:** Regularly communicates with employees regarding performance strengths and/or weakness. Conducts appropriate performance reviews of subordinates; establishes purposeful goals and helps subordinates to meet them; works on a continuing basis to improve performance of subordinates.

Rating  
Comments

**SECTION II - Overall Performance Rating/Summary:** Based on the review of the performance criteria, summarize the incumbent's performance. (Use additional pages, if necessary.)

Rating  
Comments

**SECTION III - Goals and Expectations:** (Use additional pages, if necessary.)

Comments

**SECTION IV - Employee Comments (if any):** (Use additional pages, if necessary.)

Comments

**SECTION V - Signatures**

I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with this evaluation.

Employee Signature

Date:

I certify that this report of evaluation represents my best judgment.

Evaluator Signature

Date

Department Head Signature

Date