

Shepherd University

Staff Performance Evaluation Form

- Supervisors are to evaluate on an annual basis all classified and non-classified employees under their supervision using this Staff Performance Evaluation Form.
- Supervisors, please rate employees on each item, provide summary comments at the end, and sign the form. You may include comments for each item but they are not required. Additional pages may be used if needed.
- Supervisors must review the completed performance evaluation form with each employee. At that time, the employee must be given the opportunity to respond in writing, although employees are not required to comment if they do not want to.
- For employees who receive any ratings below average, a separate Improvement Plan must be completed for each deficiency.
- Supervisors are to send each Staff Performance Evaluation Form to the Human Resources Office after it has been signed by the employee, along with an Improvement Plan, if applicable. There they will be added to the employees' personnel files.
- Please refer to Shepherd University Board of Governors Policy 26 (*Salary Policy*) for further guidance.

Employee's Name

Employee's Title

Comments

1. **Quality of Work** (Excellence)

Poor Fair Average Good Excellent

2. **Quantity of Work** (Productivity)

Poor Fair Average Good Excellent

3. **Knowledge of Job** (Proficiency)

Poor Fair Average Good Excellent

4. **Attendance and Punctuality**

Poor Fair Average Good Excellent

5. **Working Relationships** (Civility and Cooperation)

Poor Fair Average Good Excellent

6. **Customer Service** (Students, Colleagues, etc.)

Poor Fair Average Good Excellent

7. **Initiative and Decision Making**

Poor Fair Average Good Excellent

8. **Leadership** (Supervision, Management)

Poor Fair Average Good Excellent N/A

9. Completion of the Goals and Objectives section is optional, at the discretion of supervisors.

Accomplishment of Goals and Objectives Previously Established:

Goals and Objectives for the Coming Year:

10. **Overall Employee Performance**

Poor Fair Average Good Excellent

11. **Supervisor's Summary Comments**

12. **Employee's Response**

Supervisor's Signature

Date

Employee's Signature

(To acknowledge receipt of the document)

Date