



Office of Academic Affairs Staff Evaluation

Process & Instructions:

- Academic Affairs Staff Evaluation forms will be distributed to supervisors in mid-August.
- Supervisors should prepare a form for each staff member. For each staff member, the **Duty Categories** chart at the top of the second page should be completed by check marking the categories of duties that are appropriate for a particular staff member.
- Forms should then be given to the staff members with an explanation of the process. Staff members should take a copy of the form and complete each item in each check marked category. This self-appraisal should indicate how the staff member describes his or her performance relative to each item. Use the numeric system given in the **Key to Appraisal** chart below. Comments, examples, questions, etc. can be written in the comments section. After completing the form, the staff member should return it to the supervisor.
- While the staff member has the form, the supervisor should complete another copy of the form based on the supervisor's direct observations and knowledge of the staff member's performance. In some cases, the supervisor should also consult others who work closely with the staff member.
- When the staff member and the supervisor have completed the form, the supervisor should schedule a meeting where the two completed forms are shared and discussed. Then the supervisor and staff member should together fill out the **Performance Improvement Plan** describing specific areas for improvement and how that improvement can be accomplished. In some cases, it may be appropriate for the supervisor's supervisor participate in the meeting.
- At the end of the meeting, or within two days following the meeting, a final copy of the **Performance Improvement Plan** should be signed by both parties. The staff member and supervisor should keep a copy of the Plan. A copy of the rating forms and the signed Plan should be sent to the Provost's Office by September 30.
- The Performance Improvement Plan should be the basis for ongoing and regular conversations between the supervisor and the staff member.
- If you have questions or comments, please contact David Sutherland.

Key to Appraisal

SEE	Substantially Exceeds Expectations	This factor substantially supported job performance this year.	5
EE	Exceeds Expectations	This factor more than supported job performance this year.	4
ME	Meets Expectations	This factor supported job performance this year; however, it may need to be strengthened to support next year's expectations.	3
MSE	Meets Some Expectations	This factor was not strong enough to support full performance this year and should be a priority for development next year.	2
BE	Below Expectations	This factor failed to support performance this year and must be improved.	1

Employee: _____ Position Title: _____

Supervisor: _____

Summary	Appropriate for this Evaluation
Job Skills and Knowledge	
Financial Management	
Judgment and Reasoning	
Attitude and Cooperation	
Quality and Quantity of Work	
Facilities Management	
Interpersonal Relations	
Personnel Management	

Job skills and Knowledge	Numeric Rating	Comments	
Familiar with methods, procedures and techniques needed to perform job			
Demonstrates an understanding of the appropriate computer systems			
Brings creativity to the job			
Assists with office planning			
Summary Category Rating			

Financial Management	Numeric Rating	Comments	
Provides budgetary oversight and accountability.			
Creates solutions to budgeting constraints.			
Summary Category Rating			

Judgment and Reasoning	Numeric Rating	Comments	
Demonstrates ability to gather and analyze information			
Offers practical suggestions and solutions to problems			
Responds appropriately to constituent requests.			
Summary Category Rating			

Attitude and Cooperation	Numeric Rating	Comments		
Exhibits enthusiasm and willingness in performance of duties				
Demonstrates ability to take effective and appropriate action without being told				
Is receptive to constructive criticism				
Overall Category Rating				

Quality and Quantity of Work	Numeric Rating	Comments		
Completes work in the time allotted				
Complete tasks prior to deadlines.				
Balances multiple tasks with efficiency.				
Completes tasks with accuracy.				
Overall Category Rating				

Facilities Management	Numeric Rating	Comments		
Coordinates office upkeep, usage, and planning				
Coordinates computer and software systems				
Coordinates archival files				
Overall Category Rating				

Interpersonal Relations	Numeric Rating	Comments		
Communicates clearly				
Has the respect of students and parents				
Has the respect of Hendrix faculty and staff				
Understands and is sensitive to privacy issues				
Overall Category Rating				

Personnel Management	Numeric Rating	Comments	
Sets priorities for staff and office workflow.			
Evaluates and develops staff.			
Coordinates all temporary staff and student employees.			
Overall Category Rating			

Summary	Final Rating		
Job Skills and Knowledge			
Financial Management			
Judgment and Reasoning			
Attitude and Cooperation			
Quality and Quantity of Work			
Facilities Management			
Interpersonal Relations			
Personnel Management			
		Final Summary Rating	

PERFORMANCE IMPROVEMENT PLAN

SPECIFIC AREAS FOR IMPROVEMENT

WHAT NEEDS TO BE DONE TO IMPROVE

1

1

2

2

3

3

4

4

5

5

Staff Member's Comments: _____

Supervisor's Signature: _____ Date: _____

Staff Member's Signature:* _____ Date: _____

*Your signature only indicates that you have read this evaluation and it has been discussed with you by your supervisor. It does not indicate agreement nor disagreement with the evaluation.