Office of Academic Affairs
2018 Employee Evaluation

Process & Instructions

- **Form Distribution.** Academic Affairs Staff Evaluation forms are distributed to supervisors in mid-February. Supervisors should prepare a form for each staff member. Categories that do not apply to an individual staff member can be crossed off both copies of the form.

- **Employee Self-Evaluation.** The employee copy should then be given to the staff member with an explanation of the process. Staff members should complete each appropriate item. This self-evaluation 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 returns it to the supervisor.

- **Supervisor Evaluation.** The supervisor should complete the Supervisor's 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.

- **Evaluation Meeting.** 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 appropriate Associate Provost to participate in the meeting.

- **Plan Completion and Submission.** 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 May 1. 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

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

Employee: _____ Position Title: _____ Supervisor: _____

2018 Employee Copy *E-2*

Job skills and Knowledge	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		

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

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

Attitude and Cooperation	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		

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

Employee: _____ Position Title: _____ Supervisor: _____

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

Interpersonal Relations	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		

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

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