**CLARKE UNIVERSITY PERFORMANCE EVALUATION (EXEMPT)**

**Employee: Position: Supervisor: Department:**

**Hire Date:**

**Years in current position:**

**Evaluation Dates: From**

**To**

**Rating Scale:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1 – Below Expectations**  Performance that is consistently below performance expectations. Improvement needed. | **2 – Meets Expectations**  Satisfactory performance that typically meets performance expectations with only occasional variances. | **3 – Exceeds Expectations**  Strong performance that consistently meets and frequently exceeds performance expectations. | **4 – Outstanding**  Superior performance that consistently exceeds expectations. This rating should be used infrequently but is achievable for truly exceptional performance. |

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| --- | --- | --- | --- |
|  | **Individual Goals from the Previous Year** | Employee  Rating | Supervisor  Rating |
|  | Goal #1 |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | Goal #2 |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | Goal #3 |  |  |
|  | Employee Comments:  Supervisor Comments: | | |

For additional comments on individual goals, please use a separate piece of paper.

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| --- | --- | --- | --- |
|  | **Performance Factors** | Employee  Rating | Supervisor  Rating |
|  | **Quality and Quantity of Work** – performs work in an accurate and timely manner, looks for ways to improve quality of work, balances work demands, keeps commitments and responds appropriately to requests, or any other  relevant factors related to quality and quantity of work. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | **Communication/Interpersonal Skills –**communicates effectively both verbally and in writing (including email), listens and shares information  appropriately, creates positive working relationships on campus, seeks to  resolve conflicts, works well in a team, or any other relevant factors related to communication and/or interpersonal skills. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |

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| --- | --- | --- | --- |
|  | **Performance Factors** | Employee  Rating | Supervisor  Rating |
|  | **Initiative –** proactive and resourceful when addressing problems, looks for ways to improve performance, seeks additional responsibilities outside of  role (e.g. joins committees, assists with special eYents on campXs), or any  other relevant factors related to initiative. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | **University Mission –** understands and supports the university’s mission, demonstrates support for the university’s strategic plan, follows university  policies and procedures, represents self and university in a positive manner, or  any other relevant factors related to the university mission. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |

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|  | **Performance Factors** | Employee  Rating | Supervisor  Rating |
|  | **Leadership and Stewardship**– develops mutual trust and respect necessary for a productive, positive work environment, motivates others,  serves as a role model by setting a personal example of what is expected,  works within allocated budget, appropriately utilizes Clarke resources and establishes cost-saving methods, or any other relevant factors related to leadership and stewardship. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | **Managing others (only for those with direct reports) –** provides direct reports with timely, specific and meaningful feedback, effectively manages conflict and engages employees to create a positive and inclusive work environment, delegates work appropriately, communicates appropriately with direct reports, inspires and motivates reports to reach their fullest potential, or any other relevant factors related to managing others. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Below** | **Meets** | **Exceeds** | | **Outstanding** |
|  | **OVERALL RATING** | |  |  |  | |  |
|  | **Employee Overall Comments (including goals or areas of growth for the upcoming year)** | | | | | | |
|  |  | | | | | | |
|  | **Supervisor Overall Comments (including goals or areas of growth for the upcoming year)** | | | | | | |
|  |  | | | | | | |
|  | The job description for this position has been reviewed, and any updates have been sent to the HR Department Office. | | | | | | |
|  | **Signatures** | | | | | | |
|  | **Employee** |  | | | | Date | |
|  | **Supervisor** |  | | | | Date | |
|  | **Supervisor’s Supervisor**  (if applicable) |  | | | | Date | |
|  | **Vice President** |  | | | | Date | |
|  | **President** |  | | | | Date | |

***This form must be returned to the HR Department once all signatures are obtained.***