

CLARKE UNIVERSITY

PERFORMANCE EVALUATION (EXEMPT)

Employee: _____ Position: _____

Supervisor: _____ Department: _____

Hire Date: _____ Years in current position: _____

Evaluation Dates: From _____ To _____

Rating Scale:

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

	Individual Goals from the Previous Year	Employee Rating	Supervisor Rating
	Goal #1		
	<u>Employee Comments:</u> <u>Supervisor Comments:</u>		
	Goal #2		
	<u>Employee Comments:</u> <u>Supervisor Comments:</u>		
	Goal #3		
	<u>Employee Comments:</u> <u>Supervisor Comments:</u>		

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.			
<div>Employee Comments:</div> <div>Supervisor Comments:</div>			
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.			
<div>Employee Comments:</div> <div>Supervisor Comments:</div>			

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 events on campus), or any other relevant factors related to initiative.			
<div>Employee Comments:</div> <div>Supervisor Comments:</div>			
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.			
<div>Employee Comments:</div> <div>Supervisor Comments:</div>			

	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.		
	<u>Employee Comments:</u> <u>Supervisor Comments:</u>		
	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.		
	<u>Employee Comments:</u> <u>Supervisor Comments:</u>		

		Below	Meets	Exceeds	Outstanding
	OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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)				
	<input type="checkbox"/> 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.