**CLARKE UNIVERSITY**

**PERFORMANCE EVALUATION (Non-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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|  | **Performance Factors** | Employee  Rating | Supervisor  Rating |
|  | **Job Competency** – Demonstrates the knowledge, skills and abilities required to perform the job; performs daily duties as expected. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | **Quality of work** – Accuracy and timeliness of work; recognizes problems and catches errors, is thorough and complete in tasks. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |

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|  | **Performance Factors** | Employee  Rating | Supervisor  Rating |
|  | **Quantity of work** – Meets deadlines; effectively handles multiple assignments and responsibilities; establishes appropriate priorities. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | **Integrity/University Mission** - Represents self and university honestly and in a  positive manner; understands and maintains confidentiality, understands and supports the university’s mission, follows university policies and procedures. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |
|  | **Communication** - Expresses ideas clearly and concisely both orally and in writing;  listens well and responds appropriately; communicates positively and professionally with supervisors, peers, and all members of the campus community. |  |  |
|  | Employee Comments:  Supervisor Comments: | | |

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|  | **Performance Factors** | | | Employee  Rating | | Supervisor  Rating | |
|  | **Innovation and Initiative** – is proactive and resourceful when addressing potential  issues; recommends solutions to problems; seeks additional responsibilities outside of role (e.g. joins committees, assists with special events on campus). | | |  | |  | |
|  | Employee Comments:  Supervisor Comments: | | | | | | |
|  | **Goals or areas of growth for upcoming year (Supervisor)** | | | | | | |
|  |  | | | | | | |
|  | **OVERALL RATING (Supervisor)** |  |  | |  | |  |
|  | **Supervisor Overall Comments** | | | | | | |
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|  | **Employee Overall Comments** | | | | | | |
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|  | 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.***