

TROY UNIVERSITY PROFESSIONAL STAFF PERSONNEL EVALUATION

Confidential

Date Prepared _____

Name of Employee/Position _____ Department _____

Evaluation Period: _____ From _____ To _____ Reason: () Annual () Probation Period () Promotion

INSTRUCTIONS: The Troy University Department of Human Resources will use this information to evaluate the performance of this employee. Information contained herein will be held in strict confidence. A “self-evaluation” is required, as well as the evaluation of the immediate supervisor. The employee and supervisor should complete this form independently and then complete a third version of this form jointly at a conference between the employee and supervisor. It is the responsibility of the supervisor to ensure that the original of this form is returned to Human Resources. One copy should be retained by the employee and one copy by the supervisor.

CODE OF SYMBOLS

- 5 Excellent performance
- 4 Very good performance.
- 3 Satisfactory performance, does well.
- 2 Barely satisfactory, often below requirements
- 1 Inadequate performance.

Performance Factors	Rating
Job Knowledge Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.	
Leadership Skills Sets and enforces standards. Motivates subordinates. Works well with others. Fosters teamwork. Displays initiative. Has respect and confidence of supervisors, peers, and subordinates. Fair and consistent in evaluation of subordinates. Effectively performs day-to-day administrative tasks, administers policies and implements procedures, and maintains appropriate contact with supervisor.	
Professional Qualities Exhibits loyalty, discipline, dedication, integrity, and honesty. Accepts personal responsibility. Is fair and objective.	
Organizational Skills Plans, coordinates, schedules, and uses resources effectively. Schedules work for self and others equitably and effectively. Anticipates and solves problems. Meets expectations.	
Judgment and Decisions Makes timely and accurate decisions. Emphasizes logic in decision-making. Retains composure in stressful situations. Recognizes opportunities and acts to take advantage of them.	
Communication Skills Listens, speaks, and writes effectively.	
Average Score	

REMARKS:

As supervisor, what are your recommendations?

() Continued employment. () Termination of employment. () Other.

If “Termination” or “Other” is checked, please explain: _____

Employee’s Signature _____ Supervisor’s Signature _____
 Date _____ Date _____