

Student Development and Enrollment Services
 In –Unit Faculty and A&P
 Annual Performance Review

Name	Employee ID#	Department

The job performance of In-Unit Faculty and Administrative & Professional staff member is to be reviewed annually on a calendar year basis to ensure attainment of professional and division goals and objective, to enhance communications, and to facilitate and promote career growth and development. Evaluations are to be performed in accordance with the BOT-UFF Collective Bargaining Agreement.

Staff Member: Indicate the top three goals and goal objectives established at the beginning of the calendar year by both the supervisor and employee. Please provide comments regarding completion of the goals and whether the goal was achieved.

Goal I:

Goal I Objectives:

Comments:

Goal I: ___ **Achieved** ___ **Not Achieved**

Goal II :

Goal II Objectives:

Comments:

Goal II : ___ **Achieved** ___ **Not Achieved**

Goal III:

Goal III Objectives:

Comments:

Goal III: ___ **Achieved** ___ **Not Achieved**

This section to be completed by the immediate supervisor. Staff members will be ranked on a scale of 5-1 (5 being the highest) on each of the qualities listed below:

<p>Job Competency: Clear understanding and fulfillment of goals, objectives, responsibilities and outcomes.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Leadership: The ability to motivate, guide and instruct others.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Judgment/Decision Making: The ability to discern and prioritize responsibilities.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Problem Solving: Understanding factors and developing sound, prompt, and practical solutions to difficulties and disputes.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Quality of Service: Provide adequate knowledge and appropriate responses.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Adaptability/Innovation & Change: The ability to prioritize and function in an environment and atmosphere of new situations and demands.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Use of Technology and Technological Resources: The ability to work effectively with University based technology and the acquisition of new technological skills for job effectiveness.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Professional Growth and Development: Seeks skills and opportunities for professional enhancement and development.</p>	<p>Rating: 5 4 3 2 1</p>
<p>Dependability and Attendance: Reliability and commitment of department's goals and objectives.</p>	<p>Rating: 5 4 3 2 1</p>

Effective Reports: The ability to provide accurate and timely reports.	Rating: 5 4 3 2 1 N/A
Budget Knowledge: The ability to provide and manage accurate departmental budgets.	Rating: 5 4 3 2 1 N/A
Relationships with : The ability to work effectively with different populations (colleagues and students).	Rating: <u>Colleagues</u> <u>Students</u> 5 5 4 4 3 3 2 2 1 1
Communication Skills: Effective information conveyed in writing and speaking.	Rating: <u>Written</u> <u>Oral</u> 5 5 4 4 3 3 2 2 1 1
Contributions to the University Community: Positive and productive activities enhancing the mission of the University.	Rating: 5 4 3 2 1
Other:	Rating: 5 4 3 2 1

Immediate supervisor: Please indicate any areas of improvement needed for assuring quality work:

Suggested Areas of Improvement or Comments:	1. 2. 3.
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Immediate supervisor and staff member can list any future goals decided upon jointly:

Future Goals and Expectations:	1.
	2.
	3.

Total Points: _____

Overall Rating: _____

58- higher points
42-57 points
26-41 points
25-11 points
10-below points

Outstanding
Above Satisfactory
Satisfactory
Conditional
Unsatisfactory

Employee Comments: _____

Please sign below that you have reviewed this evaluation.

Employee Signature

Date

Supervisor Signature

Date

Director/ Department Head Signature

Date