Civil Service Performance Evaluation

The performance evaluation is comprised of four criteria for evaluation, each representing a part of the employee’s overall performance. Please evaluate the employee on each criterion listed. 

*The evaluation period is from January 1, 2009 through December 31, 2009.* All forms must be completed and returned to Dr. Renee Mitchell, Director of Human Resources, Cook Administration Building, Room 203 by *Friday, January 29, 2010.*

Guidelines

1. Evaluations should be completed by the immediate supervisor.

2. For extreme ratings of superior and needs improvement, please provide examples and justifications on a supplemental sheet.

3. Evaluations must reflect the current level of job performance, not expected or anticipated performance. Use the comments section to address future job expectations or special performance considerations.

Ratings

Superior

- This rating should be used only for employees who consistently demonstrate superior levels in performance.

Above Average

- This rating should be used for employees who demonstrate performance that is usually above that which is expected.

Average

- This rating should be used for employees who demonstrate a satisfactory job performance.

NI=Needs Improvement

- This rating should be used for employees who demonstrate performance that is consistently below average and is generally poor or inconsistent.