

Staff Performance Evaluation

Employee Name: _____ Supervisor Name: _____

Department/Unit: _____ Classification/Job Title: _____

I. DISCUSS AND REVIEW THE FOLLOWING (please check one per number):

1. Shows initiative:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

2. Uses creative problem solving:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

3. Has integrity and follows regulations and policies:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

4. Collaborates with others:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

5. Is customer service oriented:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

6. Seeks to understand and support the mission and vision of the University:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

7. Has strong technical knowledge of the job:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

Overall performance level:

When choosing a level, consider the criteria detailed on pages 4 and 5. Performance should be considered over the entire year.

Does not meet expectations* Developing Meets Expectations Exceeds Expectations

*Requires a Performance Improvement Plan. Contact the Human Resource department PRIOR to meeting with employee.

Progress on any identified goals from previous year (if specified):

Supervisor's comments (optional):

II. RECOMMENDED GOAL(S) FOR NEXT YEAR:

(Please list any critical primary goals. You may attach additional documentation if necessary.
Include Florida Poly Formula fundamentals as appropriate):

Employee's professional development goals:
(Please list any professional development opportunities. You may attach additional documentation if necessary.
Include Florida Poly Formula fundamentals as appropriate):

Employee's comments (optional):

*Signatures below indicate that the Performance Evaluation discussion was completed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Section Regarding Outside Employment:

Employee please complete this section each year during the evaluation discussion. As of this date (please check applicable box):

- I have no outside activities to report
- I have submitted a Disclosure of Outside Activities and Financial Interests to the chair/supervisor or dean/director
- My Disclosure of Outside Activities and Financial Interests is attached.

Outside Employment/Employee Signature: _____ Date: _____

**Departments may request and/or require immediate supervisor and/or VP level review/approval prior to meeting with an employee, please discuss this with your immediate supervisor prior to meeting with the employee.*

Please return signed and completed original to the Human Resources Department. Thank you.

Performance Level Guidelines

DOES NOT MEET EXPECTATIONS

Staff member **does not meet expectations** on many, if not all, duties and goals, and/or does not consistently demonstrate Florida Poly core behaviors. For example:

- The work product or end result does not meet job performance expectations.
- Inconsistently demonstrates role knowledge.
- Inconsistent in dependability and meeting commitments.
- Does not maintain effective work relationships with peers, administrators, stakeholders and/or customers, which may result in reduced ability for employee or department to be successful.
- Does not contribute to an environment where differences are valued and encouraged.

- Rarely offers solutions and/or suggests improvements.

Additional considerations when evaluating supervisors and leaders:

- Rarely supports staff in ongoing development.
- Rarely holds self and/or staff accountable.
- Often does not complete the performance appraisal process in a timely and/or effective manner.

DEVELOPING

Staff member **partially meets expectations**, duties and goals, but select improvements are necessary. Generally demonstrates Florida Poly core behaviors and unit/college core behaviors, where applicable. For example:

- New to role/responsibilities and is still learning key job components.
- Requires more than the expected level of supervision to complete role successfully.
- Often can be counted on to be dependable and meet commitments, but may need reminders.
- Develops and maintains effective work relationships with most peers, administrators, stakeholders and customers.
- Generally contributes to an environment where differences are valued and encouraged.

- Occasionally adds value by offering solutions or suggesting improvements.

Additional considerations when evaluating supervisors and leaders:

- Occasionally supports staff in ongoing development.
- Inconsistently holds self and/or staff accountable.
- Developing towards completing performance appraisal for staff on time

Performance Level Guidelines

MEETS EXPECTATIONS

Staff member **consistently meets expectations** on most, if not all, duties and goals; also demonstrates Florida Poly core behaviors. For example:

- The work product or end result meets job performance expectations with efficiency and effectiveness.
- Demonstrates depth and breadth of role knowledge.
- Dependable and consistently meets commitments.
- Develops and maintains effective work relationships with peers, administrators, stakeholders and customers.
- Contributes to an environment where differences are valued and encouraged.
- Adds value by offering solutions and/or suggesting improvements.

Additional considerations when evaluating supervisors and leaders:

- Supports development opportunities for staff.
- Holds self and staff accountable.
- Completes performance appraisal for staff on time.

EXCEEDS EXPECTATIONS

Staff member **consistently exceeds expectations** on most, if not all, duties and goals, while consistently making exceptional contributions towards Florida Poly core behaviors. Exceptional demonstration of unit/college core behaviors where applicable. For example:

- The work product or end result consistently exceeds job performance expectations while increasing efficiency and effectiveness.
- Takes initiative to expand depth and breadth of knowledge, regarding their role and the university as a whole, in order to drive innovation and continuous advancement.
- Enhances existing work relationships with peers, administrators, stakeholders and customers and seeks opportunities for new collaborations.
- Serves as a role model by fostering an environment where differences are valued and encouraged.

- Adds significant value by offering solutions and/or suggesting improvements that address the root cause of problems.

Additional considerations when evaluating supervisors and leaders:

- Creates a high performance work environment demonstrated by a productive, agile, collaborative team.
- Implements significant change effectively.
- Is highly innovative and strategic in meeting changing needs and priorities.
- Consistently completes the performance appraisal process in a timely and/or effective manner