

Savannah State University

Performance Evaluation – Non-Exempt

Please check the appropriate box	
<input type="checkbox"/> Annual	<input type="checkbox"/> Provisional

GENERAL INFORMATION	
Employee Name:	Title:
Department:	Supervisor / Evaluator:
Date Hired:	Time In Position:
Date of Last Review:	Period Covered by Review:

PURPOSE AND INSTRUCTIONS
<p>PURPOSE:</p> <p>This instrument is designed to help to facilitate a better understanding between the employee and supervisor/manager on employee performance, clarify mutual objectives, identify objectively defined areas of strength and development, and outline job specific employee goals and future action steps.</p> <p>INSTRUCTIONS: Please Read Carefully Before Completing This Form</p> <ol style="list-style-type: none"> 1. Carefully review the employee’s job description attached to this form and notify HR of any changes or additions that need to be made to ensure that this description clearly defines the expectations, requirements, and performance standards for the job. 2. Thoroughly evaluate the employee’s performance for each of the behavioral performance categories, using the job description as a reference. Check the appropriate rating box next to each criterion, and assign the point value for that rating, as defined on the top of page 2. Indicate N/A if not applicable. 3. Average the assigned points for each of the performance categories rated for an overall score rounding to the nearest tenth. 4. Conduct a Performance Review Discussion to communicate the Performance Evaluation ratings, and complete the <i>Professional Development and Performance Plan</i>. Have the employee sign all forms. 5. Return <i>Performance Evaluation</i>, <i>Employee Self Evaluation</i>, and the <i>Professional Development and Performance Plan</i> to HR by _____.

DEFINITION OF RATINGS

Please refer to the following rating definitions when evaluating the employee's performance.

4	Exceeds Expectations	Consistently meets and sometimes exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.
3	Meets Expectations	Meets all relevant performance standards. Performance meets standards set for the position on a consistent basis.
2	Below Expectations	Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required, since the last performance review.
1	Unsatisfactory	Consistently falls short of performance standards. Results are generally unacceptable and need substantial improvement.

PERFORMANCE CRITERIA

For each of the performance categories below rate each one according to the scale listed above.

1.	Quality of Work	Rating
	Demonstrates competence in required job skills and knowledge and produces work that is accurate has clarity and is consistent; shows thoroughness of work. Accomplishes work in a timely manner and maintains adequate tracking systems and can easily access information on work status.	
2.	Quantity of Work	Rating
	Maintains required volume of work and completes work within required time parameters. Work practices reflect effective and efficient use of time and material.	
3.	Job Knowledge	Rating
	Demonstrates job specific knowledge and applies this knowledge effectively in carrying out duties and requirements of the position, and adapts to various changes in technical aspects of the position. Stays up-to-date on position and university related news, articles, best practices, and seeks out ways to improve processes when completing assigned tasks.	
4.	Teamwork and Communication	Rating
	Incorporates and is receptive to constructive critiques on how to improve, effectively gives constructive feedback to others and improves work processes and shares best practices. Exhibits effective communication skills (verbal communication, written communication and listening) and demonstrates a positive attitude and an ability to work harmoniously with others.	
5.	Alignment with Policies and Procedures	Rating
	Displays support for the institution and its values through the adherence to policies and procedures in the performance of duties and responsibilities.	
6.	Work Ethics	Rating
	Demonstrates respect for and acceptance of diversity both culturally and as to points of view. Maintains punctuality, regular attendance and dress and grooming appropriate to the work environment. Exhibits integrity, honesty and trustworthiness. Serves University with pride and loyalty.	

Performance Achievements – List performance achievements, accomplishments, and/or strengths the employee has exhibited since the last review (or date of employment if less than one year) followed by an example of how and when this achievement, accomplishment or strength was exemplified, where applicable.

Achievement	Example

Professional Development Needs – List areas in which the employee may need to develop followed by an example of how and when this need for development was exemplified where applicable.

Development Need	Example

OVERALL PERFORMANCE SUMMARY

Rating Scale

3.6-4.0	Exceeds Expectations
2.6-3.5	Meets Expectations
1.6-2.5	Below Expectations
1.0-1.5	Unsatisfactory

Performance Category	Rating
1.) Quality of Work	
2.) Quantity of Work	
3.) Job Knowledge	
4.) Teamwork and Communication	
5.) Alignment with Policies & Procedures	
6.) Work Ethics	
OVERALL - (Total Points / # of categories rated)	

Employee's Signature: _____ **Evaluator's Signature:** _____

Date: _____ **Date:** _____