

**ADMINISTRATIVE/PROFESSIONAL EVALUATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Report Period: \_\_\_\_\_ to \_\_\_\_\_

Time in Present Position: \_\_\_\_\_

Circle the number on the right which best describes the employee's performance. Assessments should be based upon **demonstrated abilities**.

	Not Applicable	Requires Improvement	Meets Position Requirements	Exceeds Position Requirements	Supervisor's Comments		
<b>Knowledge of Job:</b> Ability to understand the full scope of the functions assigned to the position held, the relationship of the job to other jobs in the unit, and the relationship of the job to all other organized units.	0	1	2	3	4	5	Identify strengths and major contributions of the period under review. List applicable areas in which employee needs to improve his/her performance (e.g. gaps in knowledge or experience, skill development needs, etc.).  <b>Employee's Comments</b>
<b>Problem Solving/Decision Making:</b> Ability to identify problems and apply logic to their resolution; ability to recognize when a decision is required, use good judgment and available information in the making of decisions.	0	1	2	3	4	5	
<b>Planning/Organizing:</b> Ability to plan, schedule and control the work requirements, to delegate or assign work to others and to follow up to insure successful completion. (Others may be subordinates, committee members, etc.)	0	1	2	3	4	5	
<b>Self-Direction:</b> Ability to utilize time effectively; ability to act independently when appropriate.	0	1	2	3	4	5	
<b>Communication:</b> Ability to express self-effectively in both oral and written communication; ability to organize communication; and to use the language effectively.	0	1	2	3	4	5	
<b>Cooperation with Others:</b> Ability to maintain harmonious relationships with University faculty, staff, students and the public both within the unit and beyond; keeps others informed.	0	1	2	3	4	5	

SIGNATURES:

I acknowledge review of this appraisal.

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_ Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_