

**UNITY COLLEGE  
EXEMPT STAFF  
PERFORMANCE EVALUATION**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Type of Evaluation: \_\_\_ Annual \_\_\_ 90-day \_\_\_ Other – Specify \_\_\_\_\_

<p><b>JOB KNOWLEDGE:</b> Does the employee display understanding of all aspects of the job; make sound decisions in a timely, independent manner; demonstrate analytical, objective approach to problem solving; stay abreast of new policies, regulations, and procedures; able to identify errors and inconsistencies and correct them?</p>	
<p><b>QUALITY:</b> Does the employee produce accurate, thorough and reliable results; transmit information and requests expeditiously; consistently produces results relative to duties; set and maintain high quality work standards?</p>	
<p><b>QUANTITY:</b> Does the employee produce adequate amounts of work; manage multiple tasks and responsibilities; produce work on a timely basis and meet deadlines?</p>	
<p><b>COMMUNICATION:</b> Does the employee have the ability to communicate logically, tactfully, and clearly both orally and in written form?</p>	
<p><b>INTERPERSONAL SKILLS:</b> Does the employee work harmoniously and effectively with faculty, staff, and students; share information with others as needed; resolve conflict; cooperative; demonstrate honesty, integrity and trust in all working relationships; encourage and accept constructive feedback?</p>	
<p><b>INITIATIVE AND CREATIVITY:</b> Does the employee seek out innovative approaches; seek additional training and development; able to develop ways to handle new or unusual work situations?</p>	
<p><b>DEPENDABILITY:</b> Does the employee assume full responsibility for assigned tasks; complete work in a timely manner; accept full accountability for his/her actions and those he/she supervises; exhibits consistency in attendance and punctuality?</p>	
<p><b>SAFETY:</b> Does the employee demonstrate a thorough knowledge of safe work practices; encourage safe work practices to others?</p>	
<p><b>PROFESSIONAL CONTRIBUTIONS:</b> Does the employee contribute to the college through participation in special projects and/or committees; display a commitment to the college and its' students, staff, and faculty?</p>	
<p><b>SUPERVISORY AND LEADERSHIP:</b> <i>(applies only to employees who manage/supervise others)</i> Does the employee properly assign responsibility, accountability, and authority; conduct performance evaluations and face performance problems in an effective and timely manner; instill pride in performance and service; set high standards for self as well as others; train and develop subordinates; able to operate within budget; direct and adhere to college policies and procedures?</p>	

**OVERALL PERFORMANCE RATING:** Consider all performance criteria and indicate overall rating, using definitions of performance levels as a guide.

**Outstanding:** Overall performance always exceeds requirements in essential job areas.

**Exceeds expectations:** Overall performance frequently exceeds requirements in essential job areas.

**Meets expectations:** Overall performance consistently meets requirements in essential job areas.

**Needs improvement:** Overall performance needs improvement in essential job areas.

**Unsatisfactory:** Overall performance is regularly unacceptable in one or more essential job area.

**RECOMMENDATIONS:** What are the major goals to be accomplished during the next review period?

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**OTHER COMMENTS:**

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**EMPLOYEE COMMENTS:**

I agree with the above evaluation and comments.

I disagree with the above evaluation and comments for the following reasons:

(Use additional paper if necessary)

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**Employee's request for professional or personal development or training:**

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Has the job description been reviewed? \_\_\_\_\_

Are there suggestions for revisions to the job description? \_\_\_\_\_

If yes, please attach suggested revisions to the job description. All suggested revisions to job descriptions must be signed by employee, supervisor, and executive administrator acknowledging that they each have reviewed the suggestions prior to submission to the Office of Human Resources. The Director of Human Resources must approve all changes to job descriptions.

**Employee Acknowledgment**

My signature attests to the fact that I have read and discussed this evaluation; it does not necessarily mean that I agree.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date