# **Performance Evaluation**

Administrative Professional Faculty (AP)

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| Employee/Position Identification Information | | | |
| **Position Number**: | Enter Position Number | **Division/Department**: | Enter Division and Department |
| **Employee Name**: | Enter Employee Name | **Date**: | Enter Division and Department |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAJOR RESPONSIBILITY # 1:** | | | **Enter Major Responsibility #1 here.** | | | | |
| **Self-Rating** | | | **Employee Comments:** | | | |
|  | Generally Superior/Frequently exceeds Expectations. | | Employee Comments for Major Responsibility #1 | | | |
|  | Fully Meets Standards – makes positive contributions; | |
|  | Demonstrates Room for Growth and or Improvement; | |
|  | Unsatisfactory | |
| **Supervisor Rating** | | | **Supervisor Comments:** | | | |
|  | Generally Superior/Frequently exceeds Expectations. | | Supervisor Comments - Major Responsibility #1 | | | |
|  | Fully Meets Standards – makes positive contributions; | |
|  | Demonstrates Room for Growth and or Improvement; | |
|  | Unsatisfactory | |
| **MAJOR RESPONSIBILITY # 2:** | | | Enter Major Responsibility #2 | | | |
| **Self-Rating** | | | **Employee Comments:** | | | |
|  | Generally Superior/Frequently exceeds Expectations. | | Employee Comments - Major Responsibility #2 | | | |
|  | Fully Meets Standards – makes positive contributions; | |
|  | Demonstrates Room for Growth and or Improvement; | |
|  | Unsatisfactory | |
|  | **Supervisor Rating** | | **Supervisor Comments** | | | |
|  | Generally Superior/Frequently exceeds Expectations. | | Supervisor Comments - Major Responsibility #2 | | | |
|  | Fully Meets Standards – makes positive contributions; | |
|  | Demonstrates Room for Growth and or Improvement; | |
|  | Unsatisfactory | |
| **MAJOR RESPONSIBILITY # 3:** | | | Enter Major Responsibility #3 here. | | | |
| **Self Rating** | | | **Employee Comments:** | | | |
|  | Generally Superior/Frequently exceeds Expectations. | | Employee Comments - Major Responsibility #3 | | | |
|  | Fully Meets Standards – makes positive contributions; | |
|  | Demonstrates Room for Growth and or Improvement; | |
|  | Unsatisfactory | |
| **Supervisor Rating** | | | **Supervisor Comments:** | | | |
|  | Generally Superior/Frequently exceeds Expectations. | | Supervisor Comments - Major Responsibility #3 | | | |
|  | Fully Meets Standards – makes positive contributions; | |
|  | Demonstrates Room for Growth and or Improvement; | |
|  | Unsatisfactory | |
|  | | | | | |
| Overall Rating Earned | | | | | | |
| **Employee Self-Rating** | | | | Supervisor Rating | | |
|  | | Generally Superior/Frequently exceeds Expectations. | |  | Generally Superior/Frequently exceeds Expectations. | |
|  | | Fully Meets Standards – makes positive contributions; | |  | Fully Meets Standards – makes positive contributions; | |
|  | | Demonstrates Room for Growth and or Improvement; | |  | Demonstrates Room for Growth and or Improvement; | |
|  | | Unsatisfactory | |  | Unsatisfactory | |

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| Review of Performance Evaluation | | |
| 43. Supervisor’s Comments:  Enter Supervisor's Comments here. | Signature:  Print Name: | Date: |
| 44. Reviewer’s Comments:  Enter Reviewer's Comments here. | Signature:  Print Name: | Date: |
| 45. Employee’s Comments:  Enter Employee's Comments here. | Signature:  Print Name: | Date: |