# **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:      | Signature:Print Name: | Date: |
| 44. Reviewer’s Comments:      | Signature:Print Name: | Date: |
| 45. Employee’s Comments:      | Signature:Print Name: | Date: |