Use for Any Classification of Employee (Officer, Director, Coach, Staff)

Employee Name	Department	
Job Title		Period covered by this evaluation FROM TO
Supervisor's Name	Supervisor's Title	

Performance Evaluation

<div align="right">

CHECK ONE
(Definitions defined on Instruction Sheet)
Attach comments as needed

Requires Improvement
Meets Expectations
Exceeds Expectations

</div>

Evaluate this individual based on their performance of responsibilities as outlined in their job description.

	Comments	Mid-year ☐ ☐ ☐ End of Year ☐ ☐ ☐
If applicable evaluate individual on compliance of NCAA rules and/or regulations within their area of responsibility that governs work with student –athletics.	Comments	Mid year ☐ ☐ ☐ End of Year ☐ ☐ ☐

Evaluate this individual based on annual goals (list and add rows as needed)

Goals	Comments	Mid year ☐ ☐ ☐ End of Year ☐ ☐ ☐
Goals	Comments	Mid year ☐ ☐ ☐ End of Year ☐ ☐ ☐
Goals	Comments	Mid year ☐ ☐ ☐ End of Year ☐ ☐ ☐

Evaluate this individual using the following standards

(Add comments as needed in the section right below or add row/s to the individual question (ex: Productivity)

	Exceeds Expectations	Meets Expectations	Requires Improvement	Not applicable
Productivity: Accomplishes appropriate amount of work, efficient use of time, etc.	☐	☐	☐	☐
Initiative: Works independently, anticipates and takes appropriate action, works to improve performance, etc.	☐	☐	☐	☐
Dependability: Accepts instructions and follows through.	☐	☐	☐	☐
Interpersonal skills: Establishes positive supportive relationships, works effectively as a team member, good communicator, etc.	☐	☐	☐	☐
Attendance/Punctuality: Arrives on time for work and meetings, maintains work schedule, and uses leave responsibly.	☐	☐	☐	☐
Planning: Plans, prioritizes, and organizes work of self and others, manages change well.	☐	☐	☐	☐
Decision Making: Analyzes situations well, decides what to do, and takes appropriate action.	☐	☐	☐	☐
Administration: Completes reports & forms in an accurate and timely manner.	☐	☐	☐	☐
Budget Responsibility: Prioritizes program needs and expenditures to stay within budget, etc.	☐	☐	☐	☐
Supervising: Regularly evaluates staff and provides feedback. Praises and disciplines appropriately, encourages staff development and treats staff in a respectful and consistent manner.	☐	☐	☐	☐
Leadership: Leads by example, motivates staff, fosters teamwork, etc.	☐	☐	☐	☐
Understands and supports College's mission and long range plans.	☐	☐	☐	☐

Comment Space for the above section on Standards:

Overall Evaluation　　　Exceeds Expectations　　　Meets Expectations　　　Requires Improvement
　　　　　　　　　　　　　　　　　☐　　　　　　　　　　　　☐　　　　　　　　　　　　☐

Comments

Future Plans and Actions

Employee Comments

Signature of Immediate Supervisor	**Dat**e
Department Head Signature (Vice President) Signature indicates VP has reviewed the evaluation.	**Dat**e

Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation and it has been discussed with you. If you wish, you may comment in the space above (Employee Comments section).

Employee's Signature　　　　　　　　　　　　　　**Date**