

PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT PLAN

Employee Information:

Name:	
Employee ID #	
Job Title:	
Department:	
Supervisor Name:	
Evaluation Period:	

Employee performance is evaluated on the employee's job description and professional development plan. Comments are required for all ratings.

Performance Rating Guide

D	<p>Distinguished Performance</p> <ul style="list-style-type: none"> • Consistently far exceeds operational, technical, and professional output requirements • Demonstrates leadership ability and takes initiative to accomplish tasks that far exceed standard job requirements • Communicates exceptionally well and consistently with other employees in order to build constructive working relationships • Contributes exceptionally high quality work that enhances departmental and University objectives • Performance far exceeds goals set in previous evaluation.
E	<p>Effective Performance</p> <ul style="list-style-type: none"> • Consistently meets all operational, technical, and professional output requirements • Demonstrates initiative to accomplish tasks • Communicates well with other employees, and supervisors • Contributes work that enhances departmental and University objectives • Performance meets or exceeds goals set in previous evaluation
P	<p>Partially Proficient Performance</p> <ul style="list-style-type: none"> • Often meets most of the operational, technical, and professional output requirements • Generally demonstrates initiative to accomplish tasks • Usually communicates at an acceptable or nearly acceptable level with other employees, and supervisors • Often contributes work that primarily supports departmental and University objectives • Performance nearly meets goals set in previous evaluation
U	<p>Unsatisfactory Performance</p> <ul style="list-style-type: none"> • Inconsistent and below standard execution of most operational, technical, and professional output requirements • Fails to demonstrate initiative and requires constant oversight to complete work assignments • Fails to communicate with other employees and supervisors in a manner that builds/maintains work relationships • Fails to contribute work that meets departmental and University objectives • Performance clearly fails to meet goals set in previous evaluation

EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN RESPONSIBILITIES

List the employee's current professional development plan segments and evaluate their performance of those responsibilities, using the Performance Rating Guide. If objectives are written, please be careful to use measurable behavioral objectives.

EMPLOYEE DEVELOPMENT PLAN	COMMENTS	RATING FACTORS			
		D	E	P	U
1.					
2.					
3.					
4.					
5.					
6.					
7.					

OVERALL PERFORMANCE SUMMARY

The overall evaluation should reflect the assessment of the employee's total performance. In making the assessment, consider the criteria according to the employee's duties and responsibilities, taking care not to overemphasize one particular area.

- D [] Distinguished Performance**
- E [] Effective Performance**
- P [] Partially Proficient Performance**
- U [] Unsatisfactory Performance***

** If rated in this category, a Performance Development Plan must be re-evaluated with the employee within 60-90 days of this review.*

Reviewer Comments:

Future Employee Development Plan

Appropriately address the employee's applicable major professional and personal goals listed on the Employee Self Evaluation Worksheet. These goals should be among the criteria used in the next formal evaluation.

Supervisor Signature _____

Date _____

VP Signature _____

Date _____

Note: These completed forms should be returned as an email attachment to hr@northwestu.edu (Human Resources) or in a confidential interoffice envelope.

Employee Comments/Reactions

Employee: Read and initial each item BEFORE signing.

- _____ I have been offered the opportunity to contribute my input into this evaluation (self-evaluation)
- _____ My supervisor has discussed this evaluation with me and has responded to my questions.
- _____ I understand the performance evaluation process and my opportunity to submit comments.
- _____ I understand and agree that this performance review, and/or any of the material contained in it, may be shared with other supervisory personnel within the University, and/or with others who, in the judgment of the University administration, may have a legitimate interest in such material.
- _____ I understand that my signature indicates that I have read this evaluation, but that it does not necessarily imply my agreement with the assessment.

If an employee wishes to do so, any comments concerning this evaluation or comments regarding the supervisor may be indicated in this section, by an attachment, or via a separate memo submitted to his/her personnel file within 10 calendar days.

Employee Signature _____

Date _____