

Staff Performance Evaluation

Employee Name: _____ Supervisor Name: _____

Department/Unit: _____ Classification/Job Title: _____

I. DISCUSS AND REVIEW THE FOLLOWING (please check one per number):

1. Shows initiative:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

2. Uses creative problem solving:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

3. Has integrity and follows regulations and policies:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

4. Collaborates with others:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

5. Is customer service oriented:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

6. Seeks to understand and support the mission and vision of the University:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

7. Has strong technical knowledge of the job:

Does not meet expectations Developing Meets Expectations Exceeds Expectations

Overall performance level:

When choosing a level, consider the criteria detailed on pages 4 and 5. Performance should be considered over the entire year.

Does not meet expectations* Developing Meets Expectations Exceeds Expectations

*Requires a Performance Improvement Plan. Contact the Human Resource department PRIOR to meeting with employee.

Progress on any identified goals from previous year (if specified):

Supervisor's comments (optional):

II. RECOMMENDED GOAL(S) FOR NEXT YEAR:

(Please list any critical primary goals. You may attach additional documentation if necessary.
Include Florida Poly Formula fundamentals as appropriate):



Employee's professional development goals:

(Please list any professional development opportunities. You may attach additional documentation if necessary. Include Florida Poly Formula fundamentals as appropriate):

Empty box for professional development goals.

Employee's comments (optional):

Empty box for employee comments.

*Signatures below indicate that the Performance Evaluation discussion was completed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Section Regarding Outside Employment:

Employee please complete this section each year during the evaluation discussion. As of this date (please check applicable box):

- I have no outside activities to report
I have submitted a Disclosure of Outside Activities and Financial Interests to the chair/supervisor or dean/director
My Disclosure of Outside Activities and Financial Interests is attached.

Outside Employment/Employee Signature: _____ Date: _____

*Departments may request and/or require immediate supervisor and/or VP level review/approval prior to meeting with an employee, please discuss this with your immediate supervisor prior to meeting with the employee.

Please return signed and completed original to the Human Resources Department. Thank you.

Performance Level Guidelines

DOES NOT MEET EXPECTATIONS

Staff member **does not meet expectations** on many, if not all, duties and goals, and/or does not consistently demonstrate Florida Poly core behaviors. For example:

- The work product or end result does not meet job performance expectations.
- Inconsistently demonstrates role knowledge.
- Inconsistent in dependability and meeting commitments.
- Does not maintain effective work relationships with peers, administrators, stakeholders and/or customers, which may result in reduced ability for employee or department to be successful.
- Does not contribute to an environment where differences are valued and encouraged.

- Rarely offers solutions and/or suggests improvements.

Additional considerations when evaluating supervisors and leaders:

- Rarely supports staff in ongoing development.
- Rarely holds self and/or staff accountable.
- Often does not complete the performance appraisal process in a timely and/or effective manner.

DEVELOPING

Staff member **partially meets expectations**, duties and goals, but select improvements are necessary. Generally demonstrates Florida Poly core behaviors and unit/college core behaviors, where applicable. For example:

- New to role/responsibilities and is still learning key job components.
- Requires more than the expected level of supervision to complete role successfully.
- Often can be counted on to be dependable and meet commitments, but may need reminders.
- Develops and maintains effective work relationships with most peers, administrators, stakeholders and customers.
- Generally contributes to an environment where differences are valued and encouraged.

- Occasionally adds value by offering solutions or suggesting improvements.

Additional considerations when evaluating supervisors and leaders:

- Occasionally supports staff in ongoing development.
- Inconsistently holds self and/or staff accountable.
- Developing towards completing performance appraisal for staff on time

Performance Level Guidelines

MEETS EXPECTATIONS

Staff member **consistently meets expectations** on most, if not all, duties and goals; also demonstrates Florida Poly core behaviors. For example:

- The work product or end result meets job performance expectations with efficiency and effectiveness.
- Demonstrates depth and breadth of role knowledge.
- Dependable and consistently meets commitments.
- Develops and maintains effective work relationships with peers, administrators, stakeholders and customers.
- Contributes to an environment where differences are valued and encouraged.
- Adds value by offering solutions and/or suggesting improvements.

Additional considerations when evaluating supervisors and leaders:

- Supports development opportunities for staff.
- Holds self and staff accountable.
- Completes performance appraisal for staff on time.

EXCEEDS EXPECTATIONS

Staff member **consistently exceeds expectations** on most, if not all, duties and goals, while consistently making exceptional contributions towards Florida Poly core behaviors. Exceptional demonstration of unit/college core behaviors where applicable. For example:

- The work product or end result consistently exceeds job performance expectations while increasing efficiency and effectiveness.
- Takes initiative to expand depth and breadth of knowledge, regarding their role and the university as a whole, in order to drive innovation and continuous advancement.
- Enhances existing work relationships with peers, administrators, stakeholders and customers and seeks opportunities for new collaborations.
- Serves as a role model by fostering an environment where differences are valued and encouraged.

- Adds significant value by offering solutions and/or suggesting improvements that address the root cause of problems.

Additional considerations when evaluating supervisors and leaders:

- Creates a high performance work environment demonstrated by a productive, agile, collaborative team.
- Implements significant change effectively.
- Is highly innovative and strategic in meeting changing needs and priorities.
- Consistently completes the performance appraisal process in a timely and/or effective manner



Date: _____ Employee Signature: _____ Supervisor Signature: _____