

PURDUE
UNIVERSITY
COLLEGE OF EDUCATION
STAFF PERFORMANCE REVIEW

This evaluation is for all staff in the College of Education. The rating scale is explained on page one of the evaluation. If a rating of Exceptional or Does Not Meet Expectations is given, supporting comments are required. If more space is needed, additional comments may be attached. Departments may choose to supplement this form with additional evaluation systems and/or materials. Part two, the Overall Performance Summary, is to be forwarded to department heads.

NAME: _____

DEPARTMENT/OFFICE: _____

POSITION: _____

DATE OF HIRE: _____

EVALUATION PURPOSE: Annual 90-Day Probationary

EVALUATION PERIOD: _____

SUGGESTED FOLLOW-UP REVIEW DATE(S): _____

NEXT ANNUAL REVIEW DATE: _____

I have read and do understand the information included in this Performance and Development Review. My signature below does not imply agreement, but indicates I have read this review and received an opportunity to present any opposing viewpoints. I have received a copy of this review.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Forwarded to Dean/

Department Head/Associate Dean: _____

Date: _____

Rating Scale

- Exceptional:** Superior performance far in excess of job requirements.
- Above Expectations:** Performance regularly exceeds minimum job requirements and is over and beyond normal expectations.
- Meets Expectations:** Performance is acceptable and meets minimum job requirements. Goals are met.
- Does Not Meet:** Performance is below minimum job requirements. Goals in some areas are not fully met.

****Place an X in the box rating the employee’s performance****

PERFORMANCE AREA SUMMARIES (Part One)

INITIATIVE				
Shows self-motivation, independent action and resourcefulness. Seeks out additional tasks and projects to complete, or helps others to complete their tasks and projects.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

EFFECTIVE DECISION-MAKING				
Demonstrates the ability to make sound and timely decisions, accountable for results.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

RAPPORT with FACULTY, STAFF, STUDENTS and CLIENTS				
Exhibits interpersonal skills to meet the needs of faculty, staff, students and clients. Provides quality customer/client service.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

ATTITUDE, COOPERATION and TEAMWORK				
Seeks to achieve group participation to resolve issues through collaboration and/or leadership. Demonstrates a willingness to help others. Exhibits interpersonal skills to maintain productive working relationships with others.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

COMMUNICATION				
Communicates clearly and effectively in both oral and written expression.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

CONDUCT, PROFESSIONALISM AND TACT				
Demonstrates professional work habits; maintains confidentiality, trustworthiness and accountability.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

CONSISTENCY AND PRODUCTIVITY				
Plans and prioritizes work; sets and accomplishes goals; uses available resources; and completes assignments on schedule.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

WORK QUALITY				
Performs work assignments and carries out instructions accurately and thoroughly. Consistently meets due dates and obligations.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

JOB KNOWLEDGE				
Exhibits job-relevant knowledge and skills needed to perform the duties and requirements of the position. Seeks to maintain current knowledge of changes in policies and procedures.	Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

OVERALL PERFORMANCE SUMMARY(Part Two)

Exceptional	Above Expectations	Meets Expectations	Does Not Meet Expectations

COMMENTS/EXAMPLES: (Required if rated as “Exceptional” or “Does Not Meet Expectations”)

EMPLOYEE COMMENTS
