



## PERFORMANCE EVALUATION FORM

As employees of the University of St. Thomas, we all play an important part in the success of the university. The University will achieve its vision of becoming a great Catholic University by us all working together, performing to the best of our abilities, and remaining true to our core values.

**Goodness:** We serve God in faith and love by giving of ourselves to students, colleagues, and society.

**Discipline:** We demand personal responsibility, accountability, and integrity in ourselves and in one another.

**Knowledge:** We pursue truth and academic excellence in the Catholic intellectual tradition, emphasizing the dialogue between faith and reason.

**Community:** We build and nurture relationships that transform our lives, our university, and our world

### EMPLOYEE INFORMATION

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

### EVALUATION

#### SECTION I - Key Performance Objectives, Assigned Duties, Projects

Describe key performance objectives, projects and other assigned duties for this review period. What did the employee accomplish and what are the results achieved?

## SECTION II - Personal Performance Factors

Score the performance in each job factor below on a scale of 1 to 5, as follows:

**5 = Exemplary Performance** – Performs all core job duties at an extraordinary level and demonstrates a consistent mastery in all aspects of duties and responsibilities.

**4 = Exceeds Expectations** – Performs at a very high level and consistently exceeds the majority of key performance expectations.

**3 = Achieves Expectations** – Demonstrates a solid level of satisfactory performance on a consistent basis. Meets all requirements of the position and at times may exceed some of them. Completed all assignments, projects and assigned duties in a satisfactory manner with expected results.

**2 = Needs Improvement** - Meets most requirements of the position although there are times when improvement is needed. Most assignments, projects and assigned duties are completed in a satisfactory manner but not all. Skill levels can improve.

**1 = Unsatisfactory** – Consistently fails to meet all or most significant job expectations. Significant improvement is required. Continued unsatisfactory performance could result in termination.

1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical Skills and Knowledge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of Work (attention to detail, thoroughness)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Management (uses time well during the day)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organization (organizes work and work area)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication Skills (writing and oral communication)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance and Punctuality (reliability)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpersonal Skills (works well with all employees)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork (effectively contributes on teams)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professionalism (appropriate conduct in the work place)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innovation and Creativity (offers ideas and suggestions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost Conscious (use of supplies, materials and equipment)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliance with Policy and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service to the University (engaged in UST activities)

For Managers or Supervisors ONLY (*this category should have significant impact on the manager's/ supervisor's overall performance rating*):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effectively manages staff (managing staff for results)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Development and Training (cross training; succession)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates Effectively with Employees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Results Oriented (gets things done on time, proactive)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budget and Financial Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moral and Maintaining a Positive Work Environment

### SECTION III - Overall Performance

Describe the employee's overall performance. What are demonstrated strengths and areas for improvement?

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Overall Performance Rating *(using the definitions above)*

Comments

### DEVELOPMENTAL GOALS

List three (3) developmental goals for the next review period.

### SIGNATURES

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Employee Signature

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Date

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Manager or Supervisor Signature

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Date

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Division Vice President or Department Head Signature

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Date

***Employees are to receive a copy of the completed and signed performance evaluation form. The original is to be forwarded to the University's Office of Human Resources for placement in the personnel file.***