Instructions for completing form:

You have been selected as a participant to assess the performance of the employee (“evaluee”) identified in the attached Staff/Peer Input Administrative Evaluation Form. You have the option of signing the form or returning it without your signature. Should you choose not to sign it, your identity will not be disclosed to the evaluee. Confidentiality is guaranteed and only staff from Human Resources will have access to your identity. You must, however, sign the envelope when returning the form so that staff can track who has responded.

Your ratings and comments will be reviewed and summarized by the evaluator, along with the ratings and comments of others. These ratings and comments will be listed anonymously on a sheet and shared with the employee during the Summary Conference.

Please complete this evaluation form using your own understanding and observation of the position, and the performance of the evaluee. If you do not feel that you can evaluate this individual, please check the box on the form which states “No Basis for Evaluation” and then return this form immediately to the Office of Human Resources.

Listed on the form are significant “dimensions” related to administrative and academic supervisory performance skills: Managerial, Leadership, Interpersonal Skills, Problem Solving, Planning and Resources. As one of several participants in the evaluation of this employee, you are asked to rate the employee performance in each of these dimensions, and to provide your comments.

Circle your rating for each of the dimensions. Please include comments with each of your ratings, particularly with ratings of outstanding or weak. You specific examples of employee performance will be most helpful in the Summary Conference.

The evaluation scale is as follows: (use these ratings to complete the pages of this form)

RATINGS: EXPLANATION:

3  Exceeds Performance Expectations - exceeds performance expectations (outstanding) – special recognition: Employee demonstrated excellence in all areas of this performance factor through one or more specific and organizational significant accomplishments during the rating period.

2  Meets or Exceeds Performance Expectations – Employee has demonstrated a clear understanding of and ability to perform consistently at or above, what is required for effective performance.

1  Partially Meets Performance Expectations (Improvement Need) – Issues and/or challenges have demonstrated that the employee had difficulties in performing effectively in this factor during this rating period.

0  Does not Meet Performance Expectations (Unsatisfactory/Performance Deficiencies Continue): Performance continually fails to meet acceptable standards.

N/A  Not Applicable or Not Observed: Performance factor does not apply to this administrative position, or was not observed by this Evaluator during this rating period.