

# UNIVERSITY OF SOUTH ALABAMA

## STAFF PERFORMANCE EVALUATION

NAME:	DEPARTMENT NAME:	DATE:
POSITION TITLE:	DIVISION:	PERIOD COVERED BY RATING:

Briefly describe the essential job functions and duties required to successfully perform in this position:

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### EVALUATION FACTORS

Evaluate the employee's performance of job duties using the 10 factors below. Place the number rating that best describes the employee's work in each box. Enter the total under Total Numeric Value (#11).

### RATING SCALE

This scale is to be applied to each of the 10 evaluation factors used on this form.

-1- Unsatisfactory	-2- Marginal	-3- Satisfactory	-4- Above Satisfactory	-5- Outstanding
Employee is not meeting minimal performance requirements for this position. Immediate corrective action and/or improvement is mandatory.	Performance at this level is only temporarily acceptable. Improvement is expected and necessary in order to sustain employment in this position.	Employee meets normal performance requirements for this position. Improvement is possible and desirable.	Employee has performed at a level substantially above that required for this position. Improvement is possible but not required.	Performance is superior. No improvement is required; however a higher level of performance may be possible.

### EVALUATION FACTORS

### NUMERICAL VALUE

1. <b>Quantity of work.</b> Consider amount of work produced and timeliness of completion.	
2. <b>Quality of work.</b> Consider the neatness, accuracy and completeness of the work.	
3. <b>Knowledge of job.</b> Consider employee knowledge of assigned duties and responsibilities.	
4. <b>Initiative.</b> Consider ability to work and act without being urged to do so.	
5. <b>Aptitude and ability to learn.</b> Consider how quickly employee learns, retains and ease with which instructions are followed.	
6. <b>Attention to Duty.</b> Consider ability to concentrate on work and avoid unnecessary disruption.	
7. <b>Dependability.</b> Consider the ability of the employee to have work completed on time, attendance and punctuality at work.	
8. <b>Judgement.</b> Consider the ability to make accurate decisions independently.	
9. <b>Cooperation.</b> Consider willingness to work with and help others.	
10. <b>Attitude.</b> Consider ability to accept and complete assignments positively and without conflict.	

### 11. TOTAL NUMERICAL VALUE

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