

Performance Evaluation - FSU Administrative Support
For employees who do not supervise staff.

Employee Name:

Position Title:

Supervisor Name:

Division:

Type of Review: Annual Partial Year

Department: Date:

E V A L U A T I O N	Core Expectations	Evaluation *					Supervisor Comments
		CE 5	EE 4	ME 3	NI 2	U 1	Comments Required Performance Improvement Plan required for NI or U
	A. Collaboration & Teamwork						<input type="text"/>
	B. Diversity Commitment						<input type="text"/>
	C. Ethics & Integrity						<input type="text"/>
	D. Excellence						<input type="text"/>
	E. Learning & Innovation						<input type="text"/>
	F. Opportunity & Problem Solving						<input type="text"/>
	Average Rating:	<input style="width: 100px; height: 20px;" type="text"/>					Performance average rating of 2.0 or less is not eligible for annual increase.
	* Evaluation Definitions: CE - Consistently Exceeds Expectations EE - Exceeds Expectations ME - Meets Expectations NI - Needs Improvement U - Unsatisfactory						For additional comments, please use the 'Sticky Notes' feature in the taskbar. To print comments: File > Print > Click 'Summarize Comments'

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Summary:

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Other:

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Review of Current Year Goals / Objectives

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Next Fiscal Year Goals / Objectives

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Job Descriptions should be reviewed & updated / edited if significant changes impact the position and forwarded to HR for review.

Employee Comments (optional) Note: Must be submitted to supervisor within 10 business days of the performance evaluation meeting with the employee.

Acknowledgement: By affixing my signature below, I acknowledge that I have received a copy of this performance evaluation and that I met with my supervisor to discuss its contents. Further, I acknowledge that my signature does not mean I agree or disagree with the contents and that I may respond as indicated in the above section.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources Section

HR Reviewer Initials: _____

Attachments: Y N Date: _____

Date Entered: _____

Evaluation Chart							
CE. Consistently Exceeds Expectations	EE. Exceeds Expectations	M. Meets Expectations	NI. Needs Improvement	U. Unsatisfactory			
<p>Consistently exceeds performance expectations</p> <p>Demonstrates exceptional quality of work in all essential areas of responsibility</p> <p>Makes an exceptional or unique contribution in achievement of unit, department, and University objectives</p>	<p>Consistently achieves performance expectations and <i>frequently</i> exceeds them</p> <p>Demonstrates very high quality of work</p> <p>Makes a significant contribution in achievement of unit, department, and University objectives</p>	<p>Consistently fulfills performance expectations and <i>periodically</i> may exceed them</p> <p>Demonstrates high quality of work in significant areas of responsibility</p> <p>Performance concerns are resolved through coaching, feedback, and self-initiative</p>	<p>Performance needs improvement.</p> <p>A performance improvement plan is required and must be discussed with the employee</p> <p>Failure to demonstrate improvement may result in additional action</p>	<p>Performance is unsatisfactory</p> <p>Immediate and continued improvement is required</p> <p>A performance improvement plan is required and must be discussed with the employee</p> <p>Failure to demonstrate improvement may result in additional action</p>			
University Core Expectations						Supervisors Only	
Collaboration & Teamwork	Diversity Commitment	Ethics & Integrity	Excellence	Learning & Innovation	Opportunity & Problem Solving	Fiscal Responsibility, Process Improvement / Sustainability	Supervisory & Coaching
<p>Focuses on building partnerships</p> <p>Demonstrates ability to get along with others, is respectful of co-workers, and internal/external constituents/customers</p> <p>Seeks feedback and demonstrates the ability to listen and adapt to new ideas and solutions</p>	<p>Demonstrates knowledge of Employee Dignity Policy and Equal Opportunity</p> <p>Shows respect and sensitivity for cultural differences</p> <p>Promotes and acts in accordance with a harassment-free environment</p> <p>Understands EEO and AA plans</p>	<p>Considers ethical issues and fairness in decision making and actions</p> <p>Demonstrates appropriate disclosures and honesty</p> <p>Follows through on commitments and takes responsibility for actions</p>	<p>Displays commitment to excellence by working thoroughly and accurately</p> <p>Seeks continuous improvement opportunities</p> <p>Monitors own work to ensure quality</p> <p>Demonstrates Knowledge, Skills, and Abilities</p>	<p>Demonstrates a commitment to life-long learning</p> <p>Generates suggestions for improving work</p> <p>Uses innovation to propose solutions</p> <p>Initiates actions to research improvements</p>	<p>Identifies problem in a timely manner</p> <p>Gathers and analyzes information skillfully</p> <p>Works well in groups and individually to develop alternatives</p>	<p>Acts with fiscal accountability</p> <p>Seeks strategies to improve internal processes</p> <p>Supports sustainability initiatives</p>	<p>Identifies employees' strengths/weaknesses and provides example driven feedback to enhance individual and team performance</p> <p>Provides performance feedback</p> <p>Provides direction and monitors compliance</p> <p>Promotes fair, equitable and respectful environment</p>