

Performance Evaluation - FSU Administrative

The following core expectations are applicable to those supervising non-student employees.

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 style="width: 95%; height: 20px;" type="text"/>
	B. Diversity Commitment						<input style="width: 95%; height: 20px;" type="text"/>
	C. Ethics & Integrity						<input style="width: 95%; height: 20px;" type="text"/>
	D. Excellence						<input style="width: 95%; height: 20px;" type="text"/>
	E. Learning & Innovation						<input style="width: 95%; height: 20px;" type="text"/>
	F. Opportunity & Problem Solving						<input style="width: 95%; height: 20px;" type="text"/>
	G. Supervision / Coaching						<input style="width: 95%; height: 20px;" type="text"/>
	H. Fiscal Responsibility, Process Improvement, Sustainability						<input style="width: 95%; height: 20px;" type="text"/>
	Average Rating:	<input style="width: 100%; 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

Empty box for reviewing current year goals and objectives.

Next Fiscal Year Goals / Objectives

Empty box for setting next fiscal year goals and objectives.

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