

INSTRUCTIONS

PURPOSE: The primary purpose of the Professional/Administrative evaluation system is to record a formal evaluation of how well a staff member has performed his/her duties. Important subsidiary purposes are 1) to provide for regular discussions about individual performance and improvement thereof; 2) to provide formal recognition for a job well done; and 3) to provide information useful in making decisions concerning salary adjustments.

FREQUENCY: Evaluations are to be completed annually. A department head may initiate an evaluation at any time one is deemed appropriate. An evaluation may also be performed at reasonable intervals upon a staff member's request.

METHOD: Each evaluation includes an interview, which involves a candid discussion of the strengths and weaknesses of the individual being evaluated, which culminates in completion of the evaluation form. The person being evaluated is given full opportunity to provide additional insight into his/her performance as he/she perceives it. It is also recommended that the employee's job description be reviewed and updated at this time.

RESPONSIBILITY FOR EVALUATION: The evaluation of each Professional/Administrative staff member is completed by the person to whom the staff member reports, as reflected on the approved organizational chart of the area. Evaluations are reviewed by administrative staff in the reporting line and by the divisional vice president.

PERFORMANCE STANDARDS: It is recognized that no two departments in the University are identical. Thus, the meaning and application of terms such as "satisfactory" and "outstanding" will vary somewhat. Similarly, the application and importance of the eleven characteristics listed on the evaluation form will vary somewhat from department to department. It is expected, however, that standards will be applied consistently in the evaluation of comparable positions within a department or an area, and that each person being evaluated will be fully informed concerning the standards to be applied and the expectations of the evaluator.

OPTIONAL APPROACHES:

- a. *Self-Evaluation:* The person being evaluated may prepare a narrative self-evaluation in which he/she reports and evaluates information related to job performance for the period being evaluated. If a self-evaluation is written, the evaluator reviews the self-evaluation, discusses it with the staff member, appends it to the evaluation form, and forwards it as part of the evaluation record.
- b. *Record of Goals, Objectives, and Activities:* In some instances it is appropriate to record in writing goals, objectives, and activities for the coming year. In such cases, they are recorded as part of the evaluation record. It is assumed that the next evaluation will include a review of the staff member's progress toward attainment of established goals, objectives, and activities.

DISPOSITION: Upon completion, the evaluation is forwarded through usual administrative channels to the Executive Director of Human Resources. A copy of the evaluation is sent to the staff member at the time it is placed in his/her personnel file.

YSU EXCLUDED PROFESSIONAL/ADMINISTRATIVE STAFF EVALUATION FORM

Name _____

Department _____

Title _____

Period Covered by Evaluation _____

EVALUATOR: Please read the instructions accompanying this form. Rate each characteristic by entering the appropriate number in the box; then provide the information and comments as appropriate in the column on the right.

- | | |
|-----------------------|--------------------------|
| 1 = Unsatisfactory | 4 = Exceeds Requirements |
| 2 = Needs Improvement | 5 = Outstanding |
| 3 = Satisfactory | NA= Not Applicable |

1. **PLANNING:** establishes objectives and activities related to goals.
2. **ADMINISTRATION:** completes objectives and activities as planned.
3. **COMMUNICATION:** shares information with peers, subordinates, and superiors
4. **INITIATIVE:** assumes responsibility for taking appropriate action with minimal direction.
5. **EFFECTIVENESS:** achieves assigned tasks.
6. **PROMPTNESS:** meets established deadlines.
7. **INNOVATION:** has new ideas about how to accomplish objectives.
8. **RELATIONSHIPS:** has good working relationships with peers and others.
9. **ATTITUDE:** displays a positive and loyal attitude.
10. **RELIABILITY:** can be depended upon to complete assigned tasks as scheduled.
11. **PROFESSIONAL DEVELOPMENT:** engages in activities to become or remain current in the field.
12. **OTHER (Specify):**

13. **OVERALL:**

Is a self-evaluation attached?

Yes No

Is a report of a goal-setting session attached?

Yes No

Evaluator's Comments and Recommendations
(Ratings of 1 or 5 require narrative justification):

Signature

Date

Staff Member's Acknowledgment
(Comments if desired):

Signature

Date