

**PERFORMANCE EVALUATION**  
**Technical / Professional / Managerial / Executive Personnel**  
**Evaluation Instrument**

Employee's Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position Title \_\_\_\_\_

Evaluation Period \_\_\_\_\_

Rating Scale: E – Exceptional; 1 – Exceeds Expectations; 2 – Meets Expectations; 3 – Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action.

\_\_\_ 1. JOB KNOWLEDGE  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 2. PLANNING / ORGANIZATION  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 3. COMMUNICATION  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 4. HUMAN RELATIONS  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 5. LEADERSHIP / TEAMWORK  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 6. DECISION-MAKING  
\_\_\_\_\_  
\_\_\_\_\_

Rating Scale: E – Exceptional; 1 – Exceeds Expectations; 2 – Meets Expectations; 3 – Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action.

\_\_\_ 7. JUDGMENT

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\_\_\_ 8. PROFESSIONALISM

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\_\_\_ 9. INSTITUTIONAL COMMITMENT

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\_\_\_ 10. COMMUNITY / PROFESSIONAL COMMITMENT

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\_\_\_ 11. INSTITUTIONAL DIVERSITY

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\_\_\_ 12. EMPLOYMENT ACCOUNTABILITY

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The employee signature does not necessarily imply agreement with the evaluation.

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Employee’s Signature

Date

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Evaluator’s Signature

Date

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Department Head / Vice President Signature

Date

Employee’s Comments: \_\_\_\_\_

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