



# Professional Employee Performance Evaluation

Morehead State University  
 Human Resources  
 301 Howell-McDowell  
 606-783-2097

Check One	<input type="checkbox"/> Probationary Review <input type="checkbox"/> Annual Review
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Employee Name		Department		Performance Year	
Employee ID #		Job Title		Evaluation Period	

Please rate the MSU Employee on each performance factor based on performance of the employee for the evaluation period indicated above. **(Employee performance evaluations will not be used to determine merit pay increases)**  
**Ratings of excellent and needs improvement require a statement in the comment section explaining the rating.**

Employee and supervisor have reviewed and discussed the employee's current assigned job description prior to completion of the performance appraisal. Yes  No

<b>Excellent:</b> Employee performs job duties above and beyond work expectations, consistently exceeded performance goals and supervisor's expectations; anticipated and took additional duties beyond major responsibilities.	<b>Successful:</b> Consistently performed job duties; work and behavior expectations consistently met; met performance goals and supervisor's expectations; completed and verified own work in a timely, accurate and thorough manner.	<b>Needs Improvement:</b> Did not consistently and/or accurately perform job duties; work and/or behavior expectations were not met; did not meet performance goals and/or supervisor's expectations; not consistently reliable in handling daily duties; requires more supervision than expected.
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**CORE EXPECTATIONS**  
 The evaluating supervisor will assess the employee according to their meeting the core expectations listed below. The evaluating supervisor must rate according to the evaluation rating provided above and provide comments where required.

CORE EXPECTATIONS	RATING	EVALUATING SUPERVISOR'S COMMENTS
<b>Job Knowledge and Skills:</b> understands concepts, methods, and techniques necessary to accomplish job duties.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Communication:</b> actively listens, accepts and offers feedback, written materials are clear and concise.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Planning and Productivity:</b> completes projects and assignments within specified time. Organizes and prioritizes appropriately.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Resource Management:</b> Utilizes university resources effectively to meet operating objectives.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Relationships with Customers, Colleagues and Coworkers:</b> provides quality customer service to all internal and external customers.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	

**MAJOR RESPONSIBILITIES**  
 The evaluating supervisor will review the employee's job description and summarize the position's major responsibilities. Each listed major responsibility should account for at least 20% with a combined total of 100%. If necessary, minor responsibilities can be combined to equal 20%. The evaluating supervisor must rate according to the evaluation rating provided above and provide comments where required.

MAJOR RESPONSIBILITIES	RATING	EVALUATING SUPERVISOR'S COMMENTS
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	

## Overall Evaluation Rating

 Excellent Successful Needs Improvement

### PERFORMANCE EVALUATION SUMMARY

The evaluating supervisor will determine an overall evaluation rating and provide a brief narrative that summarizes the employee's work performance, accomplishments or areas needing improvement during this evaluation period. If a rating of excellent or needs improvement is chosen, the evaluating supervisor must provide justification for the rating.

## Overall Evaluation Signatures

### OVERALL EVALUATION SIGNATURES

The evaluating supervisor should review the evaluation with the employee and discuss the evaluation ratings. Any ratings of needs improvement, the supervisor will provide the employee an improvement plan.

	Print Name	Signature	Date
Employee			
Evaluating Supervisor			
Divisional Unit Supervisor			
Received by Divisional Vice President or President			

***If the employee chooses not to sign the performance evaluation, they should use the employee's comments section or attach additional documentation to explain the reason they do not wish to sign the evaluation.***

### EMPLOYEE COMMENTS

The employee will use the comment section below to make any comments specific professional about their evaluation and supervisor. This area can also be used to explain if the employee does not wish to sign the evaluation.

### GOALS

The following goals have been agreed to by the employee and supervisor for the next performance evaluation period. **There must be at least three goals listed.**

- 1.
- 2.
- 3.
- 4.

Date submitted to immediate supervisor