



# Employee Performance Evaluation

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

		Check One	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Check One	<input type="checkbox"/> Probationary Review <input type="checkbox"/> Annual Review
Employee Name		Department		Evaluation Period	
Employee ID #		Job Title		Reviewer Name	

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

Please rate the MSU Employee on each performance factor based on performance of the employee for the evaluation period indicated above. Evaluating Supervisor is required to provide comments for any core expectation marked as "Needs Improvement"

<b>Excellent:</b> Consistently performs job duties; work and behavior expectations consistently met; 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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The evaluating supervisor should 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>Dependability:</b> maintains a strong attendance record, is punctual, and displays a quality work ethic at all times.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<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 and Attitude:</b> actively listens to supervisor and co-workers and expresses feedback effectively and in a professional manner. Maintains a positive and respectful attitude in the workplace toward others and the University.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Team Oriented:</b> works effectively with others to achieve a common goal or complete a shared task. Willing to offer and receive assistance from coworkers as needed.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Customer Service:</b> Demonstrates quality customer service to all students, faculty, staff and visitors of the campus.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Planning and Productivity:</b> completes assigned tasks and projects within specified time. Organizes and prioritizes time and University resources appropriately.	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<b>Adaptability:</b> is willing to accept change and adapt to differing work processes, conditions, assignments, goals and policies.	<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 shall determine an overall evaluations rating and provide a brief narrative that summarizes the employee's work performance, accomplishments or areas needing improvement during this evaluation period. If an overall rating is "Excellent", the evaluating supervisor must provide justification for the rating. If an overall rating of "Needs Improvement", the supervisor and employee work with Human Resources to develop an Employee Improvement Plan. Employee Improvement Plan Form is available on the Human Resources webpage.

## Acknowledgement and Acceptance

### OVERALL EVALUATION SIGNATURES

The evaluating supervisor should review the evaluation with the employee and discuss the evaluation ratings. The employee's signature is verification that he/she has received the evaluation and had the opportunity to discuss it with their supervisor. The employee shall indicate whether or not they agree with the evaluation results.

	Print Name	Signature	date
Employee <input type="checkbox"/> I Agree <input type="checkbox"/> I Disagree			
Supervisor			
Division Vice-President or Senior Supervisor			

### EMPLOYEE COMMENTS

The employee shall use the comment section below to make any comments, suggestions or requests that they wish to have accompany their evaluation. If an employee marked that they disagree with their evaluation, the space below shall be used to explain why they do not agree. Attach additional comments if needed.

 Employee No Longer Employed By MSU

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
DATE