AND	SOUTHERN UNIVERSITY BATON ROUGE Performance: Appraisal: Interim Evaluation	
SATON ROUGE	Evaluation Period:	
Employee Name:		
Supervisor:		
Department:		
Title:	Date of Hire: _	

To be completed by the immediate supervisor. Copies will be retained by the employee being reviewed and his/her supervisor. **Original is returned to the Human Resource Department**.

#### I. PERFORMANCE REVIEW

#### **RATING INSTRUCTIONS**

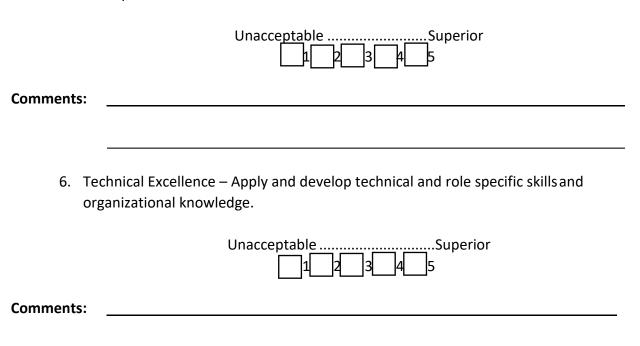
- **1.** = **UNACCEPTABLE** Consistently fails to meet job requirements. Requires immediate improvement plan to maintain employment.
- 2. = Needs Improvement- Occasionally fails to meet job requirements. May require improvement plan of some job requirements to maintain employment.
- **3.** = **Meets Expectations** Performs all job duties satisfactorily.
- **4.** = **Exceeds Expectations** Performs above required duties.
- **5. = Superior** Performs consistently beyond the job requirements.

# **II. PERFORMANCE FACTOR and DESCRIPTION**

1. Customer Service – The extent to which the employee provides prompt, high-quality service to members, staff, vendors and internal/external customers.

Unacce <u>ptable</u>
Comments:
2. Communication – Creates effective working relationships by information sharing.
UnacceptableSuperior
Comments:
3. Teamwork – Concensus building and using active UnacceptableSuperior
Comments:
<ol> <li>Achievement – Ability and willingness to achieve organizational and individual goals by seizing opportunities and learning from experience.</li> <li>UnacceptableSuperior</li> <li>12345</li> </ol>
Comments:
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5. Flexibility/Innovation – Initiates new ideas, exhibits creative thinking and grasps new concepts.



## **SECTION 2 – OVERALL PERFORMANCE RATING**

Varying degrees of importance should be placed on those factors measuring performance in a given job. The overall performance rating represents a composite of your opinion, judgement and impressions of this person's performance.

## SECTION 3 – KEY DEVELOPMENT AREAS

Identify 2 – 3 key developmental areas the employee should focus on over the next year. Develop a plan to provide formal or informal training in these areas.

## SECTION 4 – EMPLOYEE COMMENTS

#### SECTION 5 – APPROVALS/CONCURRENCES

Employee Signature:	Date:
(This report has been discussed with me. I understar agreement; I can make my disagreement, if any, kno supervisor, with a copy to the Human Resource Depar	wn by a written communication to my immediate
Reviewer	Date:
Department Head	Date:

Human Resources\_\_\_\_\_Date: \_\_\_\_\_Date: