

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
UNIVERSITY SUPPORT PERSONNEL SYSTEM**

Performance Evaluation for Supervisory Employees

Please return the original form, fully completed, to the OFFICE OF HUMAN RESOURCES no later than: _____

1. Employee Name _____ 2. Employee ID Number _____
 3. Evaluation Date _____ 4. Department _____
 5. Class Title _____ 6. Class Code _____ Position No. _____
 7. Type Report _____ 8. Evaluation Period From _____ to _____
 (Probationary) (Annual) (Special)

INSTRUCTIONS

Immediately upon receipt of this Performance Evaluation Form by the department, it should be forwarded to the Immediate Supervisor of the employee concerned for completion. Instructions and procedures for the Immediate Supervisor are listed on the reverse side of this form.

I	1 2 3	4 5 6 7	8 10 12 14	15 16 17	18 19 20
Knowledge of work	Inadequate knowledge of work.	Limited knowledge of work. Needs Improvement	Adequate knowledge of work. Meets minimum requirements of job.	Above average knowledge of work. Well informed on most phases of job.	Extremely knowledgeable on all phases of job.
II	1	2 3	4 5 6 7	8 9	10
Organization and Planning	Does not plan or organize work to meet departmental goals.	Does limited planning and organization of work. Needs improvement.	Plans and organizes adequately to meet departmental goals.	Plans and organizes work very effectively.	Plans and organizes work very effectively. Capable of top level planning and organizing.
III	1	2 3	4 5 6 7	8 9	10
Supervision	Often weak in command situations. At times unable to exert control.	Sometime maintains good discipline. Conducts limited training of subordinates.	Generally a good leader. Commands respect of subordinates. An acceptable trainer.	Consistently succeeds under unusual or difficult circumstances. Secures high production.	Outstanding ability to get the maximum out of subordinates and all available resources.
IV	1	2 3	4 5 6 7	8 9	10
Job Skills and Abilities	Has demonstrated inability to perform job functions despite training and/or instructions.	Demonstrates minimal skills and abilities.	Possesses satisfactory skills and abilities to produce acceptable work.	Above average competency in use of necessary skills and abilities.	Consistently superior in use of skills and abilities.
V	1	2 3	4 5 6 7	8 9	10
Acceptance of Responsibility	Does not accept responsibility willingly.	Occasionally blames subordinates when errors are discovered.	Generally accepts responsibility of actions of subordinates.	Consistently demonstrates willingness to accept responsibility.	Always accepts full responsibility for actions and performance of subordinates.
VI	1	2 3	4 5 6 7	8 9	10
Initiative	Initiative very poor. Does not display interest in assignments.	Frequently appears to be indifferent about job. Performs duties only when instructed.	Shows interest in work. Has some creative imagination. A willing worker.	More than normal interest in work. Actively seeks ways to improve procedures.	Extremely interested in work. Seeks to simplify work. Makes suggestions to improve job and other related jobs.
VII	1	2 3	4 5 6 7	8 9	10
Attendance	Often absent or abuses leave.	Lax in attendance or reporting on time.	Attendance and punctuality are satisfactory.	Rarely absent, rarely tardy.	Extremely conscientious. Excellent attendance record.
VIII	1	2 3	4 5 6 7	8 9	10
Human Relations	Frequently causes unrest or friction in relations with others.	"Sparks" arguments at times. Cooperates reluctantly.	Relates well to the group.	Gets along exceptionally well with associates.	Goes out of way to get along with associates. Sets fine examples.
IX	1	2 3	4 5 6 7	8 9	10
Employee Performance Evaluation	Avoids or neglects administrative responsibility to timely evaluate subordinates.	Does not manage staff effectively; unable to describe the duties and responsibilities of subordinates.	Occasionally demonstrates lack of initiative to develop standards to properly evaluate subordinates.	Provides support to help employees develop the job skills and abilities to perform well.	Consistently demonstrates the University's commitment to timely evaluation of subordinates.

X. Immediate Supervisor's Comments (optional) _____

XI. Next Higher Level Supervisor's Comments (optional) _____

XII. TOTAL SCORE _____ XIII. OVERALL RATING _____

IMMEDIATE SUPERVISOR'S INSTRUCTIONS AND PROCEDURES

- Step 1 - Review the **RATING FACTORS** and the **INTERPRETATION OF LEGEND** to become familiar with their meaning.
- Step 2- Circle one of the numbers in the block under **RATING FACTORS** that best describes the performance of the person being rated on that particular factor. Each factor must be rated.
- Step 3 - Add the circled numbers and enter total item XII. Refer to **LEGEND** and enter overall rating in item XIII.
- Step 4 - Enter Comments in item X. (Required for Below Performance Standards rating)
- Step 5 - Sign and date the evaluation form.
- Step 6 - Take the evaluation form to your supervisor for his/her review, optional comments and signature.
- Step 7 - Hold a private conference with the rated employee. Take time to review each rating with the employee, determine and define the work goals and performance standards, and discuss problem areas. Suggest ways by which the employee's performance can be improved.
- Step 8 - Obtain the employee's signature and give the employee a copy of the completed form. If the employee refuses to sign, make a notation on the form and show the date of refusal.

This evaluation form should be completed in three (3) copies with distributions as follows, after completion:

1 Human Resources (Original)

1 Employee (Copy)

1 Department (Copy)

LEGEND

Score	Overall Rating
10 - 39	Below Performance Standards
40 - 79	Achieves Performance Standards
80 - 90	Exceeds Performance Standards
91 - 100	Greatly Exceeds Performance Standards

INTERPRETATION OF LEGEND

Employee fails to meet minimum performance standards for the position.
Employee fully meets standards of performance for the position.
Employee performs at a level significantly above the performance standards for the position.
Employee consistently performs at a level significantly above the performance standards for the position.

Signature of Evaluator Title Date

Signature of Next Higher Level Supervisor Title Date

Employee's Signature Title Date

(Employee's signature certifies that he/she had the opportunity to review and discuss this evaluation with immediate supervisor, but does not mean the employee necessarily agrees with this evaluation.)

COMPLETE ONLY IF PROBATIONARY EVALUATION

Extension of Probationary Period requested: Yes No

Length of extension (6-month maximum): _____

Probationary Period Extended as requested: _____ **Extension expires** _____

Auth. University Regulation 10.119, governing evaluations of University Support Personnel System Employees. Employee must be evaluated again within 30 days prior to end of extension.

Date Signature: _____
Associate VP and Chief Human Resources Officer