



**Florida Agricultural and Mechanical University
University Support Personnel Services (USPS)
Annual Performance Evaluation**

First Name: _____ Last Name: _____ Employee ID Number: _____

Class Title: _____

Department: _____

Division: _____ Supervisor: _____

Levels of Ratings and Instructions:

Carefully read through each behavioral and duties and responsibilities category and select the appropriate rating. The supervisor should provide an overview of performance and any additional remarks as appropriate by attaching additional sheets.

Exemplary (4)-- Employee performance level exceeds expectations, surpasses requirements, and is at the highest level of performance. Work serves as an example of others.

Above Satisfaction (3)-- Employee performance level is higher than adequate expectations and requirements for the position and approaching the highest level of performance. Working towards an exemplary rating.

Solid Performer (2)-- Employee performance level is higher than adequate expectations and requirements for the position and but not approaching the higher level of performance. Work towards an above satisfactory rating.

Below Satisfactory (1)-- Employee performance level fails to meet adequate expectations and requirements for the position. Sustained improvement is needed.

Section A:

Behavioral Expectations

Rating

Accountability, Compliance, and Ethics

Description : The employee promotes integrity and accountability within the organization by adhering to university regulations and policies, local, state, and federal law; acts with integrity in all university transactions and interactions, and regularly applies new knowledge to maintain and promote university compliance.

Customer Satisfaction and Engagement

Description : The employee demonstrates a commitment to service excellence by being courteous, responsive, and addressing the needs of external and internal stakeholders, whether they be faculty, students, staff, visitors, parents, or vendors.

Communication

Description : The employee actively listens to others and responds in a timely, professional, and courteous manner.

Teamwork

Description : The employee establishes and maintains respectful, cooperative, and productive working relationships with coworkers, team members, supervisors, and other university stakeholders.

Work Environment

Description : The employee strives to maintain and enhance a collegial and respectful work environment.

Attendance

Description : The employee consistently reports to work as scheduled.

Section B:

Duties and Responsibilities (Group similar duties and responsibilities from the current position description into each box to assign a rating. Please attach additional sheets if needed.)

1.

2.

3.

4.

5.

6.

7.

8.

Section C:

Overall Evaluation Score and Signatures

Total Score = Sum of ratings

Overall Rating =
Total score divided by number
of ratings

Legend -

1.49 and below	Below Satisfactory
1.50 - 2.79	Solid Performer
2.80 - 3.89	Above Satisfaction
3.9 - Above	Exemplary

Supervisors can include specific goals and achievements in this document as part of the performance evaluation. Please attach additional sheets if necessary.

Employee's Signature

Date

Supervisor's Signature

Date

Second Level Supervisor's Signature

Date