

# AS Supervisor-to-Employee Evaluation (2014-2015)

**Employee's Job Title:**

**Supervisor's Job Title:**

**Employee's Name:**

**Supervisor's Job Name:**

*Please circle the appropriate rating and **add comments***

**1. Approachability-** Employee is approachable, open-minded, willing to discuss difficult issues, and receptive to feedback.

<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
5	4	3	2 1 0

**Comments:**

**2. Professionalism-**Employee is courteous to fellow employees and clients. They maintain appropriate professional boundaries with fellow employees and clients, and is a positive representative of the Associated Students and the \_\_\_\_\_ (insert office/department).

<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
5	4	3	2 1 0

**Comments:**

**3. Diversity/Enclusivity-** Employee strives to promote an inclusive and respectful community, services and/or programs. Helps to develop and sustain an environment that recognizes, respects, includes, fosters and maximizes the strengths and differences among the \_\_\_\_\_ (insert office/department).

<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
5	4	3	2 1 0

**Comment**

**4. Initiative-** Employee shows initiative on performance of their duties

<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
5	4	3	2 1 0

**Comments:**

**5. Work Ethic-** Employees sets a positive example of work ethic

<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>N/A</b>
5	4	3	2 1 0

**Comments:**

**6. Individual Work-**Employee follows through on duties with little or no supervision

Above Expectations		Meets Expectations		Needs Improvement		N/A
5	4	3	2	1	0	

**Comments:**

**7. Daily Duties-** Employee is able to prioritize and organize their work while maintaining quality and accuracy while completely work. They adhere to office hours.

Above Expectations		Meets Expectations		Needs Improvement		N/A
5	4	3	2	1	0	

**Comments:**

**8. Duties-** Employee fully completes tasks and meets deadlines

Above Expectations		Meets Expectations		Needs Improvement		WA
5	4	3	2	1	0	

**Comments:**

**9. General-**Has a positive attitude towards job, displays positive self-care, sets and meets goals, maintains healthy balance

Above Expectations		Meets Expectations		Needs Improvement		N/A
5	4	3	2	1	0	

**Comments:**

**Strengths -** Areas employee excels in. Add examples.

**Comments:**

**Areas for Improvement -** Things that employee could do to increase their work performance.

**Comments:**

**Training and Development Suggestions- Any Training/Development Ideas.**

**Additional Comments:**

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<b>Office Use Only:</b> _____ Signature of Personnel Staff	_____ Date Received
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**By signing this, I acknowledge that this document has been filled out by the supervisor, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office (Viking Union 505).**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE** (date) \_\_\_\_\_ **SUPERVISOR SIGNATURE** (date)

**Personnel Office Use Only:**

PER Staff Signature \_\_\_\_\_ Date Received \_\_\_\_\_