## AS Supervisor-to-Employee Evaluation (2013-2014)

## **Employee's Name:**

## **Employee's Job Title:**

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

Supervisor's Name:

Supervisor's Job Title:

Please circle the appropriate rating and add comments 1. Approachability-Employee is approachable, open- minded, willing to discuss difficult issues, and receptive to feedback.	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2 1	N/A 0
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 (insertoffice/department).	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2 1	N/A 0
<b>3.</b> Initiative- Employee shows initiative on performance of their duties	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2 1	N/A 0
4. Work Ethic-Employees sets a positive example of work ethic	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2 1	N/A 0
5. Individual Work-Employee follows through on duties with little or no supervision	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2 1	N/A 0
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6. 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		Meets		Needs		
Expectations		Expectations	In			
5	4	3	2	1	0	

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

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

Above		Meets		N/A	
Expectations		Expectations	Im	provement	
5	4	3	2	1	0

Strengths - Areas employee excels in. Add examples.

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

**Training and Development Suggestions-**

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.

EMPLOYEE SIGNATURE

(date)

SUPERVISOR SIGNATURE

(date)