

AS Supervisor-to-Employee Evaluation (2015-2016)

Employee's Job Title:

Supervisor's Job Title:

Employee's Name:

Supervisor's Name:

This evaluation is designed to facilitate communication between you and employees you supervise. By answering the questions completely and openly, you will be providing this employee with feedback about their performance and create an atmosphere of growth and opportunity.

Once you have completed the questions, set up a time to meet with the employee to discuss employee evaluations.

The answers to the questions and your discussion with your supervisor will remain confidential. The Personnel Office will keep the evaluations, which you can request to see at any time.

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

	Above Expectations 5	4	Meets Expectations 3	2	Needs Improvement 1	N/A 0
1. Approachability -Employee is approachable, open-minded, willing to discuss difficult issues, and receptive to feedback.						

Comments:

	Above Expectations 5	4	Meets Expectations 3	2	Needs Improvement 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 _____ (insert office/department).						

Comments:

	Above Expectations 5	4	Meets Expectations 3	2	Needs Improvement 1	N/A 0
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). An example would be respects pronouns, and reminds other employees to also continue respecting pronouns.						

Comment

4. Initiative- Employee shows initiative on performance of their duties	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2	1	N/A 0
Comments:						
5. Work Ethic- Employees sets a positive example of work ethic	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2	1	N/A 0
Comments:						
6. Individual Work- Employee follows through on duties with little or no supervision	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2	1 0	N/A 0
Comments:						
7. Time Management- Employee is able to prioritize and organize their work while maintaining quality and accuracy while completely work. They adhere to office hours.	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2	1	N/A 0
Comments:						
8. Responsibilities- Employee fully completes tasks and meets deadlines	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2	1	N/A 0
Comments:						
9. General- Has a positive attitude towards job, displays positive self-care, sets and meets goals, maintains healthy balance	Above Expectations 5	4	Meets Expectations 3	Needs Improvement 2	1	N/A 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:

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 _____