IOWA STATE UNIVERSITY

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE_____ **DEPARTMENT**_____

BUDGET TITLE_____ **ACCOUNT NO.**_____

INSTRUCTIONS: Prior to completing this evaluation, it is recommended that the supervisor review the position description. Please evaluate this employee by considering the employee's overall job performance according to the stated factors and check the number which best describes this employee. Comments regarding job performance must be indicated whenever an employee's performance is less than satisfactory. Comments are also strongly recommended to support all other appraisals. This evaluation must be reviewed and discussed with the employee. It is further recommended that the position description be reviewed with the employee at the same time.

POSITION KNOWLEDGE: To what degree is the employee familiar with methods, procedures, standard practices and techniques applicable to this position. This may have been acquired by formal training, education, and/or experience.

KNOWLEDGE IS CONSIDERABLY BELOW MINIMUM REQUIREMENTS OF POSITION. IMPROVEMENT MANDATORY.	KNOWLEDGE IS BELOW MINIMUM REQUIREMENTS OF POSITION. IMPROVEMENT MANDATORY.	KNOWLEDGE IS SUFFICIENT TO PERFORM REQUIREMENTS OF POSITION.	POSSESSES LEVEL OF KNOWLEDGE REQUIREMENTS OF POSITION.	EXCEPTIONALLY WELL INFORMED ON ALL ASPECTS OF POSITION.
0☐ 1☐ 2☐	3☐	4☐ 5☐	6☐ 7☐	8☐ 9☐ 10☐

COMMENTS (ACHIEVEMENTS): _____

_____

INDICATE HOW EMPLOYEE'S POSITION KNOWLEDGE AND EVALUATION MAY BE IMPROVED:

_____

_____

QUANTITY OF WORK: Evaluate the quantity of work produced considering the working conditions.

OUTPUT IS CONSIDERABLY BELOW EXPECTATIONS. IMPROVEMENTS MANDATORY.	OUTPUT IS MARGINAL OR BELOW THAT EXPECTED.	OUTPUT MEETS EXPECTATIONS.	OUTPUT FREQUENTLY EXCEEDS EXPECTATIONS.	OUTPUT IS CONSISTENTLY ABOVE EXPECTATIONS.
0☐ 1☐ 2☐	3☐	4☐ 5☐	6☐ 7☐	8☐ 9☐ 10☐

COMMENTS (ACHIEVEMENTS): _____

_____

INDICATE HOW EMPLOYEE'S QUANTITY OF WORK AND EVALUATION MAY BE IMPROVED: _____

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QUALITY OF WORK: Evaluate the quality of work produced in accordance with requirements for accuracy, completeness, and attention to detail.

QUALITY OF WORK IS CONSISTENTLY BELOW POSITION REQUIREMENTS. IMPROVEMENT MANDATORY.	QUALITY OF WORK IS FREQUENTLY BELOW POSITION REQUIREMENTS.	QUALITY OF WORK MEETS POSITION REQUIREMENTS.	QUALITY OF WORK FREQUENTLY EXCEEDS POSITION REQUIREMENTS.	QUALITY OF WORK CONSISTENTLY EXCEEDS POSITION REQUIREMENTS.
0☐ 1☐ 2☐	3☐	4☐ 5☐	6☐ 7☐	8☐ 9☐ 10☐

COMMENTS (ACHIEVEMENTS): _____

_____

INDICATE HOW EMPLOYEE'S QUALITY OF WORK AND EVALUATION MAY BE IMPROVED: _____

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INTERPERSONAL RELATIONS: To what degree does this individual contribute to a supportive work environment.

EMPLOYEE CONSISTENTLY DETERS SUPPORTIVE WORK ENVIRONMENT.	EMPLOYEE FREQUENTLY DISCOURAGES SUPPORTIVE ENVIRONMENT.	EMPLOYEE NEITHER DETRACTS NOR CONTRIBUTES TO SUPPORTIVE WORK ENVIRONMENT.	EMPLOYEE FREQUENTLY CONTRIBUTES TO SUPPORTIVE WORK ENVIRONMENT.	EMPLOYEE CONSISTENTLY CONTRIBUTES TO SUPPORTIVE WORK ENVIRONMENT.
0☐ 1☐ 2☐	3☐	4☐ 5☐	6☐ 7☐	8☐ 9☐ 10☐

COMMENTS (ACHIEVEMENTS): _____

_____

INDICATE HOW EMPLOYEE'S INTERPERSONAL RELATIONS AND EVALUATION MAY BE IMPROVED: _____

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SIGNATURE OF EVALUATOR _____ DATE_____

SIGNATURE OF DEPARTMENT HEAD _____ DATE_____

I have had the opportunity to see the contents of this evaluation and discuss its significance with my evaluator.

SIGNATURE OF EMPLOYEE _____ DATE_____

Revised 12/05/00