

Ball State University
PERFORMANCE EVALUATION FORM FOR PROFESSIONAL
PERSONNEL Evaluation Period: April 1st to March 31st

Employee Name:

Employee Position Title:

Employee Department:

Supervisor Name:

Evaluation Instructions:

Performance Evaluation Objectives

- Improve the employee's performance by providing the evaluator's assessment of the individual's strengths and opportunities for improvement.
- Provide the employee with a better understanding of the requirements of the job, the required standards of performance, and the degree to which they attain goals.
- Provide a record of the employee's growth pattern.
- Improve communication between the evaluator and the employee.
- Provide a basis for salary recommendation.

Evaluation Guidelines

- Evaluate each competency independently of all others. (Most people have strengths and opportunities for improvement; seldom is anyone strong in every competency to be measured.)
- Rate the administrator on actual performance and not on the expectation of the administrator's potential which can be included under Comments. Do not allow teaching/research ability of an individual to affect the rating; if applicable, teaching and research will be rated separately.
- Review the completed document with the next level of supervision prior to the evaluation meeting with the employee.
- Review the completed Performance Evaluation Form with the administrator being evaluated engaging in a conversation to inform the administrator what he/she does well and where and how performance can be improved.

Rating	Rating Guide for Performance Measures
5	Outstanding: This level is awarded only for clearly exceptional performance. Very little if anything could be improved upon. Clear justification with written comments is required for this rating.
4	Good: Performance is clearly above the satisfactory level. Written comments should be made.
3	Satisfactory: Performance fully satisfies requirements for this position at the standard level set by supervisor. Written comments should be made.
2	Needs Improvement: Performance partially satisfies requirements for this position. To become fully effective, improvements are required in this area. Written comments are required for this rating.
1	Unsatisfactory: Performance did not achieve important requirements. Clear justification with written comments is required for this rating, including a performance improvement plan.
NA = 0	Not Applicable or Not Enough Information to Assess

Evaluation of General Factors:

Problem Analysis

Seeks out relevant data and analyzes complex information to determine the important elements of a problem; Ability to synthesize data and recommend viable solutions to complex problems or issues.

Judgment

Reaches logical conclusions and makes high quality decisions based on available information; Identifies needs and sets priorities; Critically evaluates written communications.

Organizational Ability

Plans, schedules and controls workload; Uses resources in an optimal fashion; Deals effectively with demands on one's time.

Decisiveness

Recognizes when a decision is required and acts appropriately.

Leadership

Gets others involved in solving problems; Recognizes when a group requires direction, interacts with a group effectively and guides others to the accomplishment of a task.

Initiative

Follows the principles of excellent customer service as in programs such as the Beneficence Pledge; Scans environment for potential problems and opportunities and moves to solve problems and capitalize on opportunities.

Sensitivity

Perceives the needs, concerns and problems of others; Resolves conflicts; Uses tact in dealing with persons from different backgrounds.

Oral Communication

Makes clear oral presentation of facts or ideas.

Written Communications (Including Social Media, If Applicable)

Expresses ideas clearly in writing; Writes appropriately for different audiences.

Supervision

Obtains optimal productivity from subordinates; Maintains effective working relationship with and among his/her staff. Varies level of supervision as appropriate. Seeks appropriate advice and counsel when dealing with employee/supervisor issues.

Special Knowledge

Is a dependable source of information about his/her special area of expertise; Keeps abreast of current developments in their field.

Compliance

Follows legal and regulatory compliance as related to area of responsibility. (EEO/AA, NCAA, FLSA, etc.)

Contribution to Goals

Performs in a manner which contributes to the goals of the department or unit and University.

Total Evaluation Score

Supervisor Comments

Employee:

I certify that this report has been discussed with me, and I understand my signature does not necessarily indicate agreement. I may write a separate response relating to the performance ratings and/or comments stated in this performance evaluation, which will be filed in my employee personnel file located in People and Culture Services (Formerly University Human Resource Services).

Employee Signature

Date

Supervisor Signatures

Evaluator Signature

Date

Next Level Supervisor Signature, if applicable

Date

Attachments: Check applicable boxes

Employee's Self Evaluation (Optional)

Employee's Comments (Optional)

Evaluator's Comments (Optional)

Employee's Performance Improvement Plan (Optional)

Return completed form to People and Culture Services (formerly University Human Resource Services) for inclusion in the employee's personnel file.