**ADMINISTRATIVE / ATHLETICS / RESEARCH FACULTY**

**PERFORMANCE EVALUATION SUMMARY**

**Enter appropriate information in the shaded fields. Use “Tab” key to move between fields.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Job Title:** |  |
| **Supervisor:** |  | **Dept.:** |  |
| **Reviewer:** | **(Reviewer: supervisors’ supervisor)** | **Review Date:** |  |

**Overall Performance Rating** **(Click in box and choose rating): Choose One**

**PERFORMANCE OBJECTIVES (Primary responsibilities and related performance should be SUMMARIZED.)**

|  |
| --- |
| **1. Objective:**  **Assessment:**  **Rating** *(Click in box and choose rating)***: Choose One** |
| **2. Objective:**  **Assessment:**  **Rating** *(Click in box and choose rating)***: Choose One** |
| **3. Objective:**  **Assessment:**  **Rating** *(Click in box and choose rating)***: Choose One** |
| **4. Objective:**  **Assessment:**  **Rating** *(Click in box and choose rating)***: Choose One** |

|  |
| --- |
| **Leadership:**  **Rating** *(Click in box and choose rating)***: Choose One** |
| **Management - Administration:**  **Rating** *(Click in box and choose rating)***: Choose One** |
| **Communications - Interpersonal Relations (Department staff, Teams, Campus Constituencies, Externals):**    **Rating** *(Click in box and choose rating)***: Choose One** |

**Overall Evaluation Summary:**

|  |
| --- |
|  |

**Development Opportunities:**

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|  |

Both the supervisor and the employee must sign the evaluation form in the space provided below after the completion of the performance evaluation meeting.  **The signature of the employee signifies that the meeting was held.**

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**Supervisor Signature date Employee Signature date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer date**

(Reviewer = supervisor’s supervisor)