

MIAMI UNIVERSITY EMPLOYEE PERFORMANCE REPORT

(to be completed by supervisor)

Banner ID _____

Name _____

Department _____

Classification _____

Time in Present Position _____ Report Period: From _____ To _____ Date of Review _____

Type of Report: mid-probationary period end of probationary period annual report special report

RATING ELEMENTS	CHECK ONE RATING:					*Comments are required for those ratings marked with an asterisk. COMMENTS:
	Not Applicable	Does Not Meet Minimum Standards of Performance	Meets Minimum Standards But Needs to Show Improvement	Meets standards of Performance	Exceeds Standards of Performance	
KNOWLEDGE OF JOBS:						
A. Understanding day-to-day work assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Understands department policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Willing to acquire new skills/learn new techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUALITY OF WORK:						
A. Completes work accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Completes work neatly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Completes work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Works satisfactory under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Works satisfactory without constant supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Shows initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Demonstrates a positive attitude towards work both verbally and non-verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ATTENDANCE:						
A. Works regularly as scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Uses sick and/or vacation leave showing a responsible attitude during work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Observes work hours responsibly, (consider the beginning and ending of the work day, lunches and breaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMPLOYEE AND/OR PUBLIC CONTACTS:						
A. Works well with subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Works well with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Works well with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Provides assistance with courtesy and tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Maintains appropriate grooming and hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Keeps personal telephone calls and visits to a minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LEADERSHIP AND/OR SUPERVISORY ABILITY:						
A. Demonstrates ability to train or guide others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Keeps staff informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Implements department policies and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Takes prompt action to resolve job and performance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RATER'S COMMENTS:

Signature

Date

REVIEWER'S COMMENTS:

Signature

Date

EMPLOYEE'S SIGNATURE

I have read this report, received my copy and agree/disagree (circle one) with the ratings.

COMMENTS: (IF DESIRED)

Signature

Date

HUMAN RESOURCES COPY

DEPARTMENT COPY

EMPLOYEE COPY

An evaluation containing one selection in "Does Not Meet Minimum Standards of Performance" or five or more selections in "Meets Minimum Standards But Needs to Show Improvement" is considered a poor evaluation.