



The areas of this sample form that are highlighted in yellow should be completed for the **2008 Annual Performance Review**

**SAMPLE**

EMPLOYEE		EVALUATOR	
Employee Name:	Chris Colonel	Evaluator Name:	Lee Manager
Position Title:	Form Developer	Position Title:	Supervisor
EKU ID No.:	800000000	Review Period:	01/01/2008 through 12 /31/2008
Department:	Fabrication	Review Date:	01/15/2009

**SECTION A. TO BE COMPLETED BY EVALUATOR and EMPLOYEE**

PERFORMANCE PLANNING ACKNOWLEDGMENT	
To be completed when performance standards are established at the beginning of a review period.	
Employee Signature <i>Chris Colonel</i>	Evaluator Signature <i>Lee Manager</i>
Date 01/15/2008	Date 01/15/2008

**SECTION B. TO BE COMPLETED BY EVALUATOR and EMPLOYEE**

ANNUAL REVIEW ACKNOWLEDGMENT	
To be completed to indicate that the evaluation has been reviewed with the employee. Signature does not indicate agreement with the ratings.	
Employee Signature <i>Chris Colonel</i>	Evaluator Signature <i>Lee Manager</i>
Date 01/15/2009	Date 01/15/2009

**SECTION C. TO BE COMPLETED BY EVALUATOR and EMPLOYEE**

ANNUAL REVIEW FINAL RATING – complete this section for all employees					
Overall Performance and Effectiveness Rating	Ratings			Comments (required for 1 or 5 ratings)	
	Below Expectations	Meets Expectations	Exceeds Expectations		
	Self				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Evaluator				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5



**SECTION D: TO BE COMPLETED BY EVALUATOR and EMPLOYEE**

GENERAL COMPETENCIES – complete this section for all employees					
Core Performance Competencies	Rating Scale				Comments (required for 1 or 5 ratings)
	Below Expectations	Meets Expectations	Exceeds Expectations		
<b>JOB KNOWLEDGE</b> <i>Consider: degree to which the employee demonstrates the expected level of job knowledge and/or skills to perform the job; proper use of established information, materials, equipment and techniques for the position; development of job knowledge.</i>	<b>Self</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	
	<b>Evaluator</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	
<b>QUALITY OF WORK</b> <i>Consider: employee's completion of assignments to established quality standards; accuracy, neatness, thoroughness of work; compliance with established work, health and safety rules.</i>	<b>Self</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	
	<b>Evaluator</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	
<b>QUANTITY OF WORK</b> <i>Consider: employee's demonstrated ability to manage assigned workload; employee's effectiveness in establishing and managing priorities effectively; employee's consistency, productivity and timeliness in completion of work.</i>	<b>Self</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	
	<b>Evaluator</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	
<b>ADAPTIVE</b> <i>Consider: employee's response in duties, procedures, supervision or work environment, employee's response to new ideas, approaches to work and suggestions for work improvement; employee's learning and/or application of new information.</i>	<b>Self</b>				
	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	
	<b>Evaluator</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	
<b>INITIATIVE &amp; PROBLEM SOLVING</b> <i>Consider: degree to which the employee seeks and assumes greater responsibility; employee's recognition of problems and effectiveness in analysis and taking action with solutions; employee's contribution in generating innovative ideas, approaches and solutions.</i>	<b>Self</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	
	<b>Evaluator</b>				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	

Evaluator comments are not required for ratings of 2, 3 or 4.



GENERAL COMPETENCIES (continued) - complete this section for all employees					
Core Performance Competencies	Rating Scale			Comments (required for 1 or 5 ratings)	
	Below Expectations	Meets Expectations	Exceeds Expectations		
<b>COOPERATION &amp; TEAM WORK</b> <i>Consider: employee's effectiveness with co-workers, supervisors and others as a contributing team member; employee's demonstrated consideration of and support to others; appropriate involvement of others in planning and completing assignments.</i>	Self			<p>The evaluator will enter summary comments here as required for this rating of 5. The comments should outline the performance observed and documented that will support the rating.</p> <p>Evaluator comments are required for ratings of 1 or 5</p>	
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3		<input type="checkbox"/> 4
Evaluator					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3			<input type="checkbox"/> 4
<b>DEPENDABILITY</b> <i>Consider: employee's response to direction and amount of time spent directing the employee; employee's self-monitoring and follow-through on assigned duties and projects; employee's adherence to time frames, including punctual and regular work attendance, and timeliness for appointments.</i>	Self				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5
Evaluator					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
<b>COMMUNICATION &amp; INTERPERSONAL SKILLS</b> <i>Consider: job related professionalism and effectiveness in interacting with co-workers, students and others; demonstrated ability to express ideas clearly both orally and in writing; works to portray proper image of EKU.</i>	Self				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Evaluator					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3		<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>ETHICAL CONDUCT</b> <i>Consider: whether employee follows University code of ethics and other applicable professional ethical codes; whether employee exhibits good judgment and discretion related to handling of sensitive and confidential information; employee's demonstration of honesty and trustworthiness in actions.</i>	Self				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Evaluator					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3		<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>DIVERSITY</b> <i>Consider: employee's effectiveness in recognizing, evaluating and addressing how diversity impacts workplace and community needs; degree to which the employee contributes to a climate that respects and celebrates diversity.</i>	Self				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Evaluator					
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3		<input type="checkbox"/> 4	<input type="checkbox"/> 5



**SUPERVISOR/MANAGER COMPETENCIES** – complete this section only for supervisors, managers or when applicable

Core Performance Competencies	Rating Scale					Comments (required for 1 or 5 ratings)
	Below Expectations	Meets Expectations	Exceeds Expectations			
<b>LEADERSHIP</b> <i>Consider: effectiveness in gaining respect and cooperation of subordinates; inspires and motivates subordinates; effectiveness in maintaining a cohesive work unit and directing work group; appropriate delegation of authority and responsibilities; demonstration of integration of university planning with department/work unit functions.</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>HUMAN RELATIONS SKILLS</b> <i>Consider: effectiveness in working with subordinates, other employees, other members of management both within and outside the department and division; awareness of and sensitivity to the needs, rights, experience and background of others; effectiveness in recruiting and selecting staff; involvement and effectiveness with internal and external community.</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<b>EMPLOYEE DEVELOPMENT</b> <i>Consider: employee's ability to provide feedback to others; ability to coach for improved performance; gives appropriate level of responsibility when delegating work. Communicates</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<i>provides</i> <i>development;</i>	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<i>budget and</i> <i>es and</i> <i>the best</i> <i>ents in</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	

Complete this section only if the employee being reviewed is a supervisor or manager as indicated in the job description

Otherwise, the section can be marked "Not Applicable" or "N/A"



**SECTION E: TO BE COMPLETED BY EVALUATOR and EMPLOYEEE**

<b>JOB SPECIFIC DUTIES – complete this section for all employees using the job description for the position</b>						
<b>Duties</b>	<b>Rating Scale</b>					<b>Comments</b> <i>(required for 1 or 5 ratings)</i>
	Below Expectations	Meets Expectations	Exceeds Expectations			
<i>Job duty one from the job description is listed here.</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<i>Job duty two from the job description is listed here.</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<i>Job duty three from the job description is listed here.</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
<i>Job duty four from the job description is listed here.</i>	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Self</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	<b>Evaluator</b>					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	



**SECTION F: TO BE COMPLETED BY EVALUATOR**

**SUMMARY NARRATIVES**

1. What were this employee's three greatest accomplishments during the review period?

*The supervisor/manager will enter the employee's three greatest accomplishments. Input should also be gathered from the employee regarding these accomplishments.*

2. What area of this employee's performance is in greatest need of improvement and why?

*The supervisor/manager will enter a summary regarding the employee's performance improvement needs. Input should also be gathered from the employee regarding performance improvement needs.*

3. What has the employee contributed to the goals and objectives of the University's strategic plan during the review period?

*The supervisor/manager will enter a summary regarding employee contributions. This item and the two items above should provide information be used to develop employee's performance plan for the new review period.*

4. Additional comments:



**SECTION G: TO BE COMPLETED BY EVALUATOR**

Goals Set for Current Review			
Goal Type	Goal	University or Departmental Goal/Direction Supported	Outcomes
Performance Goals	Performance Goal 1	Univ/Dept Goal Supported	
	Performance Goal 2	Univ/Dept Goal Supported	
	Performance Goal 3	Univ/Dept Goal Supported	
Professional Development Goals	Professional Development Goal 1	Univ/Dept Goal Supported	
	Professional Development Goal 2	Univ/Dept Goal Supported	
	Professional Development Goal 3	Univ/Dept Goal Supported	

(This section should have been completed during Planning for 2008)

Report outcomes for employee's goals for **2008** in this section



SECTION G: (continued)

**Goals Set for Next Review**

Goal Type	Goal	University or Departmental Goal/Direction Supported	Outcomes
Performance Goals	Performance goal #1 is entered here.	List the direction supported for goal #1	
	Performance goal #2 is entered here.	List the direction supported for goal #2	
Professional Development Goals	Professional Development goal #1 is entered here.	List the direction supported for goal #1	
	Professional Development goal #2 is entered here.	List the direction supported for goal 2	

Copy the employee's **2009 Performance Planning** goals into this section  
 Leave the outcomes section at right, blank