

Instructions for Completing the EPA Non-Faculty Performance Evaluation Form

1. The supervisor should define the work period being evaluated and enter on form. Generally this will be the time period of the most recent fiscal year.
2. The supervisor should instruct the employee to complete the self evaluation section and return to the supervisor.
3. The supervisor should schedule a time to meet with the employee to present the supervisory evaluation and discuss the findings with the employee and have an open discussion about any differences between the employee and the supervisor.
4. The supervisor and employee should enter any comments on the form prior to signing. The supervisor should review the job description to ensure accuracy and that it is current.
5. Specific employee goals should be identified and entered on the form as appropriate.
6. Definitions for the ratings are as follows:

Exceptional Performance

Performance is far above the defined job expectations. The employee consistently performs outstanding work, regularly above and beyond what is expected of employees in this job. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

Exceeds Expectations

Performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the effort and skills of the employee.

Satisfactory

Performance meets the defined job expectations. The employee is performing the job at the level expected for employees in this position. The good performance is due to the employee's own effort and skills.

Unsatisfactory Performance

Performance generally fails to meet the defined performance expectations or requires frequent, close supervision and/or the redoing of work. The employee is not performing the job at the level expected for employees in this position. Unsuccessful job performance is due to the employee's own lack of effort or skills.

7. Any rating at the exceptional or unsatisfactory levels should be accompanied by a narrative justification to explain the rating.