

## 2007-08 Computer Science Performance Evaluation

This form is used to complete the annual evaluation of each staff member in the department. The process to be used is the following:

1. Either: (1) print the PDF version of this file, or (2) download, complete, and print the Word version. Please print single-sided and staple the two sheets together.
2. The supervisor and staff member independently complete the form. Be balanced and realistic in the review—having more than 25% of the review categories at level 5 is generally unrealistic.
3. The supervisor and staff member then meet jointly to compare ratings and comments. Based on this meeting, the supervisor may modify his or her assessment, noting any remaining differences in the comments.
4. The supervisor and staff member sign and date the final version of the form.
5. The supervisor submits the completed form to the head.

Insert an "X" on the line where it best describes current performance and provide comments to justify your evaluation.

1	Does Not Meet Expectations
2	Approaches Expectations
3	Meets Expectations
4	Often Exceeds Expectations
5	Consistently Exceeds Expectations
N/A	Not Applicable

The evaluation will be kept confidential.

**Please return the completed form to your immediate supervisor by **April 11, 2008**.**

Staff Member Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Area	N/A	1	2	3	4	5	Comments
<b>Job Knowledge</b>							
Demonstrates the ability to perform tasks required by the job description.							
Conscientiously keeps knowledge current.							
<b>Work Level (Quality and Quantity)</b>							
Produces finished work in a timely manner.							
Work is accurate, useful, and thorough.							
Amount of work produced is consistent with the needs of the job.							
Attendance and punctuality are appropriate.							
<b>Team Work</b>							
Creates positive atmosphere with others.							
Builds upon ideas to improve results.							
Offers guidance and support to others.							
Shares ideas and requests help as needed.							
<b>Planning and Organizing</b>							
Identifies what needs to be done.							
Prioritizes needs relative to importance.							
Plans work to meet deadlines.							
Effectively deploys resources.							
<b>Customer Support</b>							
Actively seeks out the needs of customers.							
Responds to customer inquiries with timely and accurate information.							
<b>Communication</b>							
Effectively and concisely conveys appropriate information either verbally or in writing.							
Listens and considers opinions from others.							
<b>Initiative</b>							
Seeks things to do.							
Seeks more responsibility.							
Makes good suggestions.							
Is willing to learn and improve.							
<b>Delegation/Staff Empowerment</b>							
Entrusts others with the authority to act.							
Creates an environment where staff is given responsibility for achieving results.							
Establishes channels for communicating progress and providing feedback.							
<b>Staff Development/Coaching</b>							
Clearly identifies performance standards and expectations.							
Evaluates Staff.							
Administers Praise and Criticism fairly.							
Provides opportunity for others to develop their capabilities.							

(The signature means that the employee and supervisor have met and discussed the contents)

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_